



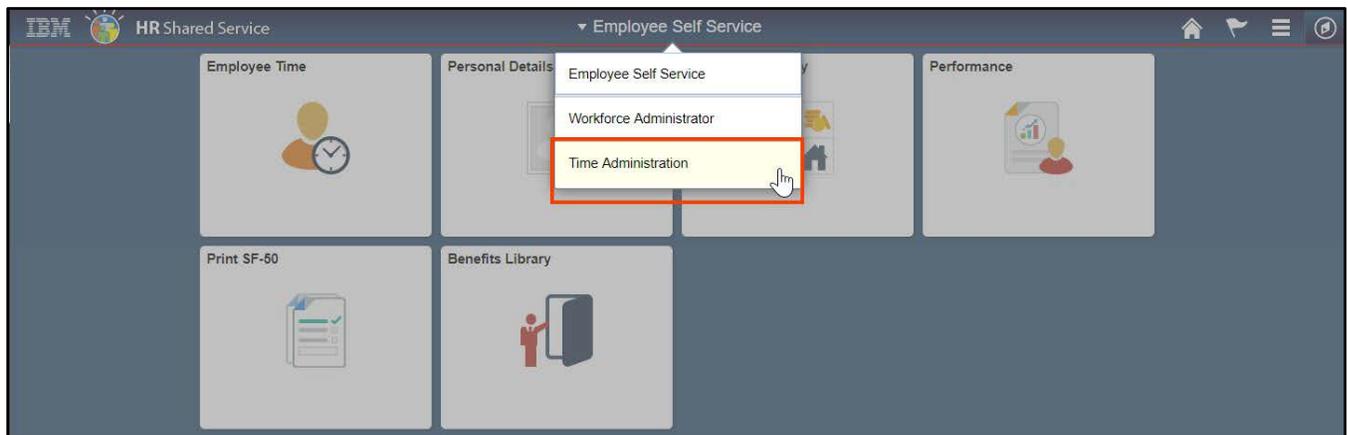
Create & Approve Absence/OT Amendments (Time Administrators)

Content

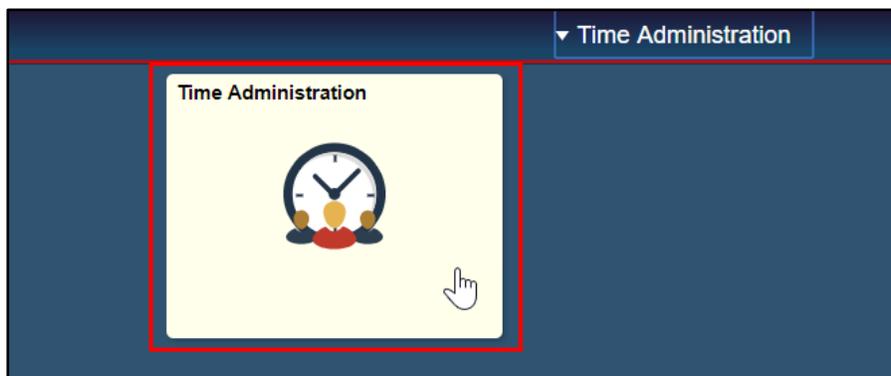
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Create an Absence/OT Amendment for an Employee (as Time Administrator)

1. From the Employee Self Service home page, select the drop-down at the top of the screen, and choose **Time Administration**.
 - a. [Follow these instructions](#) to add the Time Administration page/tile to your homepage.



2. Select the **Time Administration** tile.



- a. It might take a moment for the Time Administration page to load.



- HR Links will default to the **Report Employee Time** tab. From there, choose the employee whose absence/OT event(s) you want to amend.

The screenshot shows the 'Time Administration' interface with the 'Report Employee Time' tab selected. The 'Timesheet Summary' section displays 'Employee Selection' and 'Change View' options. The 'Date' field is set to 09/30/2018. Below, a table lists employees for approval from 09/30/2018 to 10/13/2018. The employee 'Kylie Dominguez' is highlighted in yellow.

Last Name	First Name	Employee ID	Job Title	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Absence to be Approved	Hours Approved or Submitted	Denied Hours
Davenport	Isiah	00000764	Supervisory Realty Specialist	0.0	0.0	80.0			0.0	0.0
Dickson	Christine	00000802	Supervisory Financial Manageme	0.0	0.0	80.0			0.0	0.0
Dominguez	Kylie	00000031	Building Manager	0.0	0.0	80.0			0.0	0.0
Domenico	Kiara	00000761	Transportation Operations Spec	0.0	0.0	80.0			0.0	0.0
Downs	Clayton	00000808	Program Manager	0.0	0.0	80.0			0.0	0.0
Doyle	Karla	00000117	Program and Procurement Suppor	0.0	0.0	80.0			0.0	0.0
Durham	Shamar	00000746	Assisted Acquisition Project M	0.0	0.0	80.0			0.0	0.0
Ellis	Toby	00000835	Operations Manager	0.0	0.0	80.0			0.0	0.0
Espinoza	Miriam	00000800	Asset Manager	0.0	0.0	80.0			0.0	0.0
Finley	Ernesto	00000106	General Engineer	0.0	0.0	80.0			0.0	0.0

- Navigate to the pay period in which you need to make an amendment by selecting the **Previous Period** hyperlink or entering the date in the **Date** field and clicking the green refresh button.
 - If the amendment is before May 27, 2018, you will need to create a new base schedule for the amended pay period in HR Links. [Read more here.](#)

The screenshot shows the 'Time Administration' interface for employee 'Kylie Dominguez'. The 'Timesheet' section displays 'Select Another Timesheet' and 'View By' options. The 'Date' field is set to 09/30/2018. A calendar pop-up is visible, showing the date selection process. Below, a table shows the reported time status for the employee.

Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
10/01/2018	Approved	4.0	001	001-Regular Time	8.00	
10/01/2018	Approved	4.0	050	Sick Leave	8.00	
10/02/2018	Approved	8.0	001	001-Regular Time	8.00	
10/03/2018	Approved	8.0	001	001-Regular Time	8.00	
10/04/2018	Approved	8.0	001	001-Regular Time	8.00	
10/05/2018	Approved	8.0	001	001-Regular Time	8.00	
10/08/2018	Approved	8.0	001	001-Regular Time	8.00	
10/09/2018	Approved	8.0	001	001-Regular Time	8.00	



- Once you navigate to the appropriate pay period timesheet, select the **Absence/OT** tab to change the absence/OT event.

The screenshot shows a timesheet for the period from Sunday 07/22/2018 to Saturday 08/04/2018. The 'Absence/OT' tab is selected and highlighted with a red box. Below the timesheet grid, there are buttons for 'Save for Later' and 'Submit'. The 'Absence Events' section is visible, showing a table with columns for Select, Edit, *Start Date, End Date, Absence Name, Duration, Unit Type, Details, Status, and Approval Monitor. Two rows are shown: one for Annual Leave on 07/23/2018 (16.00 Hours, Approved) and another for Annual Leave on 07/27/2018 (8.00 Hours, Denied).

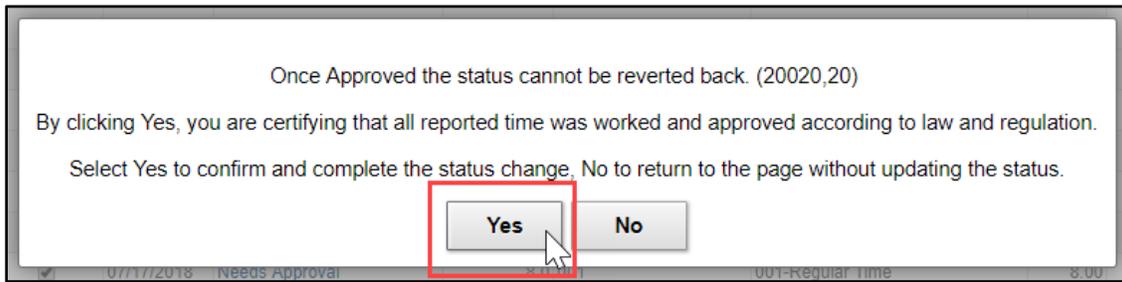
- Select the **Edit** button for the line item you want to change.

This screenshot is a zoomed-in view of the 'Absence Events' table. The 'Edit' button for the first row (Annual Leave on 07/23/2018) is highlighted with a red box. The table has columns for Select, Edit, *Start Date, End Date, Absence Name, and Duration.

- Edit the event appropriately. Remember that making changes to the event might require changes to the timesheet.
- Choose the **Submit** button. This will submit both the amended absence/OT event and the timesheet for approval.

The screenshot shows the timesheet interface with the 'Submit' button highlighted by a red box. The 'Absence Events' table now shows the first row as 'Sick Leave' (16.00 Hours) and the second row as 'Annual Leave' (8.00 Hours). The 'Edit' buttons are now disabled.

9. An attestation message will appear. Select **Yes**.



Once Approved the status cannot be reverted back. (20020,20)

By clicking Yes, you are certifying that all reported time was worked and approved according to law and regulation.

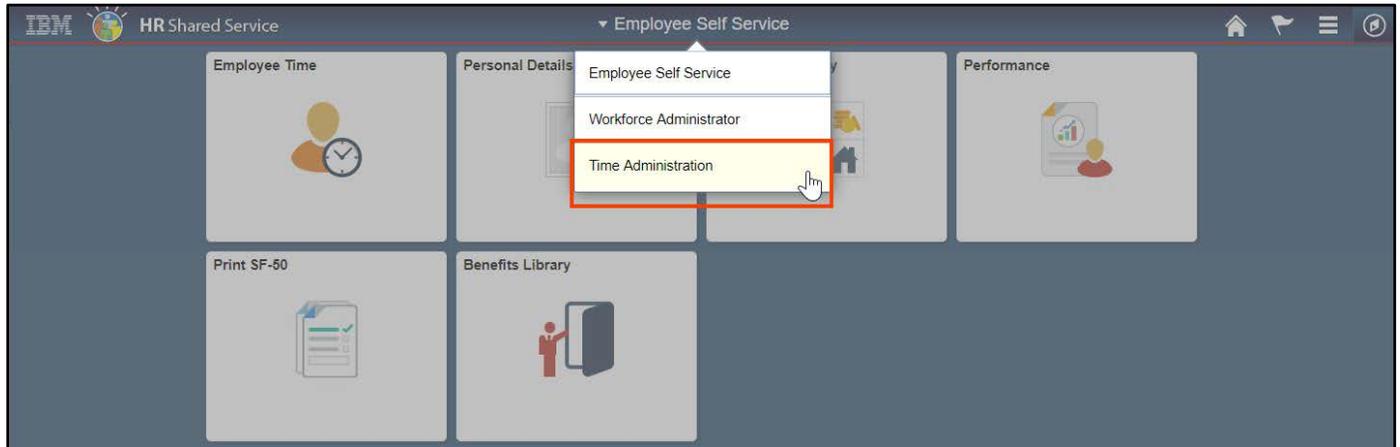
Select Yes to confirm and complete the status change. No to return to the page without updating the status.

07/17/2018 Needs Approval 001-Regular Time 8.00

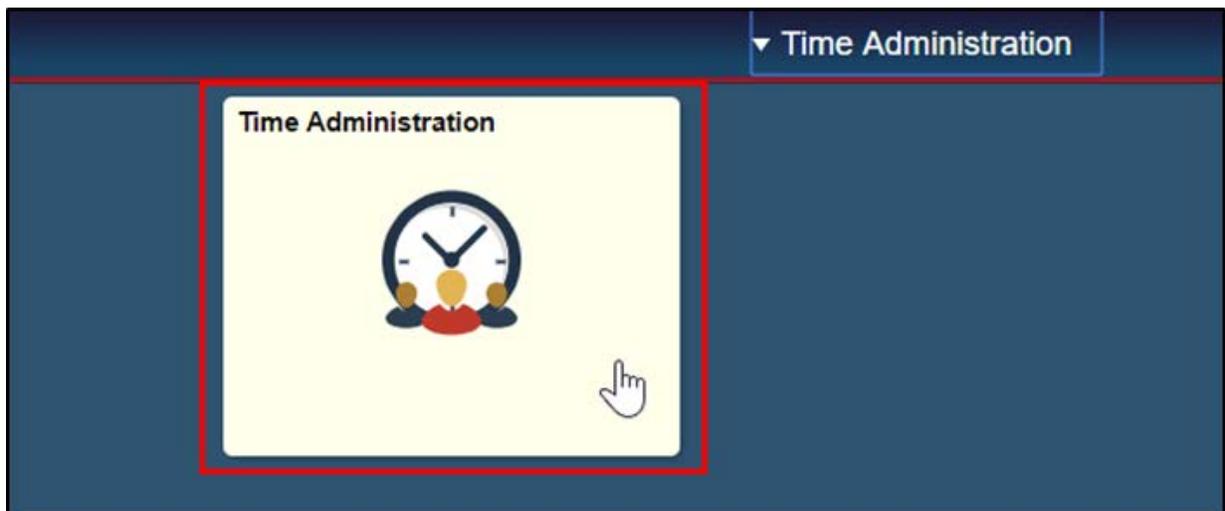
10. **You have successfully submitted the absence amendment. As the time administrator, you can now approve the amendment.** Read how to approve an amended absence in the next section.

Approve an Absence/OT Amendment (as Time Administrator)

1. From the Employee Self Service home page, select the drop-down at the top of the screen, and choose **Time Administration**.
 - a. [Follow these instructions](#) to add the Time Administration page/tile to your homepage.



2. Select the **Time Administration** tile.



- a. It might take a moment for the Time Administration page to load.



- HR Links will default to the **Report Employee Time** tab. From there, choose the employee whose amended absence/overtime event you want to approve.

The screenshot shows the 'Report Employee Time' interface. The 'Report Employee Time' tab is selected and highlighted with a red box. Below the navigation menu, there is a 'Timesheet Summary' section with an 'Employee Selection' dropdown and a 'Change View' section. The 'Change View' section includes a 'View By' dropdown set to 'Calendar Period', a 'Date' field set to '09/30/2018', and a 'Show Schedule Information' checkbox. Below this, there is a table titled 'Employees For Turner Craig, Time Needing Approval From 09/30/2018 - 10/13/2018'. The table has columns for Last Name, First Name, Employee ID, Job Title, Hours to be Approved, Reported Hours, Scheduled Hours, Exception, Absence to be Approved, Hours Approved or Submitted, and Denied Hours. The row for Kyle Dominguez is highlighted in yellow, and a red box is drawn around his name. A tooltip for 'Last Name' is visible over the name.

Last Name	First Name	Employee ID	Job Title	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Absence to be Approved	Hours Approved or Submitted	Denied Hours
Davenport	Isiah	00000764	Supervisory Realty Specialist	0.0	0.0	80.0			0.0	0.0
Dickson	Christine	00000802	Supervisory Financial Managem	0.0	0.0	80.0			0.0	0.0
Dominguez	Kyle	00000031	Building Manager	0.0	0.0	80.0			0.0	0.0
Dominick	Kiara	00000761	Transportation Operations Spec	0.0	0.0	80.0			0.0	0.0
Downs	Ceylan	00000808	Program Manager	0.0	0.0	80.0			0.0	0.0
Doyle	Karla	00000117	Program and Procurement Suppor	0.0	0.0	80.0			0.0	0.0
Durham	Shamar	00000746	Assisted Acquisition Project M	0.0	0.0	80.0			0.0	0.0
Ellis	Toby	00000835	Operations Manager	0.0	0.0	80.0			0.0	0.0
Espinosa	Miriam	00000800	Asset Manager	0.0	0.0	80.0			0.0	0.0
Finley	Ernesto	00000106	General Engineer	0.0	0.0	80.0			0.0	0.0

- Navigate to the pay period in which you need to approve the amendment by selecting the **Previous Period** hyperlink or entering the date in the **Date** field and clicking the green refresh button.

The screenshot shows the 'Report Employee Time' interface in the 'Timesheet' view for Kyle Dominguez, Building Manager. The 'Report Employee Time' tab is selected. The 'Timesheet' section shows the employee's details, including Employee ID 00000031 and Empl Record 0. The 'Actions' section includes a 'Select Another Timesheet' dropdown and a 'View By' dropdown set to 'Calendar Period'. The 'Date' field is set to '09/30/2018', and the 'Previous Period' and 'Next Period' hyperlinks are visible. A calendar widget is open, showing the month of September 2018. The 'Scheduled Hours' are 80.0. Below the calendar, there is a table showing the reported time status for the period from Sunday 09/30/2018 to Saturday 10/06/2018. The table has columns for Date, Reported Status, Total, TRC, Description, Sched Hrs, and Comments. The table shows several rows of approved time for 001-Regular Time and Sick Leave.

Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
10/01/2018	Approved	4.0	001	001-Regular Time	8.00	
10/01/2018	Approved	4.0	050	Sick Leave	8.00	
10/02/2018	Approved	8.0	001	001-Regular Time	8.00	
10/03/2018	Approved	8.0	001	001-Regular Time	8.00	
10/04/2018	Approved	8.0	001	001-Regular Time	8.00	
10/05/2018	Approved	8.0	001	001-Regular Time	8.00	
10/08/2018	Approved	8.0	001	001-Regular Time	8.00	
10/09/2018	Approved	8.0	001	001-Regular Time	8.00	



5. From the Absence/OT tab, choose the **Select All** button. A check mark will appear at the beginning of each row.
 - a. Make sure all items are in **Needs Approval** status.
 - i. If something is in **Saved** status, verify that it is a valid absence/OT request. If it is, select the **Edit** button, and choose **Submit** to move the item into **Needs Approval** status. If the item in **Saved** status is overtime, comp time earned or credit hours earned, manually add it to the timesheet. Then, go through the process of approving the absence. If it is not a valid absence/OT request, cancel the request.

Item in Saved Status - needs to be moved to "Needs Approval" status

Reported Time Status Summary Absence/OT Exceptions									
Absence Events ?									
Absence Take									
Select	Edit	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor
<input type="checkbox"/>	Edit	08/20/2018	08/20/2018	Sick Leave	8.00 Hours		Details	Saved	Approval Monitor
<input type="checkbox"/>	Edit	08/21/2018	08/21/2018	Sick Leave	4.00 Hours		Details	Needs Approval	Approval Monitor
<input type="checkbox"/>	Edit	08/24/2018	08/24/2018	Sick Leave	3.00 Hours		Details	Approved	Approval Monitor

Add Absence Event

*Item has been moved to "Needs Approval" status - now choose **Select All***

Absence Events ?									
Absence Take									
Select	Edit	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor
<input checked="" type="checkbox"/>	Edit	08/20/2018	08/20/2018	Sick Leave	8.00 Hours		Details	Needs Approval	Approval Monitor
<input checked="" type="checkbox"/>	Edit	08/21/2018	08/21/2018	Sick Leave	4.00 Hours		Details	Needs Approval	Approval Monitor
<input type="checkbox"/>	Edit	08/24/2018	08/24/2018	Sick Leave	3.00 Hours		Details	Approved	Approval Monitor

Add Absence Event

Approval

Select All | Deselect All | Approve | Deny



6. Go to the **Reported Time Status** tab.
 - a. Make sure that everything is in **Needs Approval** status. If anything is in **Saved** status, you will need to click the **Submit** button.
7. On the Reported Time Status tab, choose the **Select All** button.

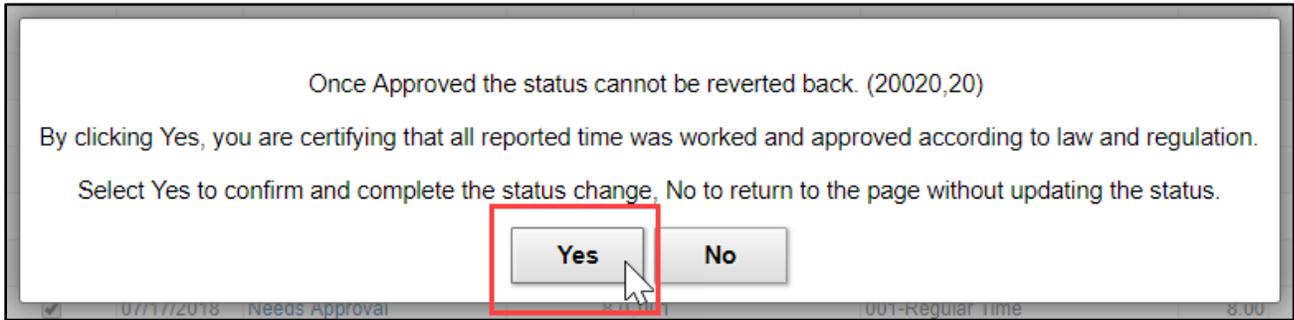
The screenshot shows the 'Reported Time Status' tab in a software interface. At the top, there are tabs for 'Reported Time Status', 'Summary', 'Absence/OT', and 'Exceptions'. Below the tabs is a table with the following columns: 'Select', 'Date', 'Reported Status', 'Total', 'TRC', and 'Description'. The table contains 13 rows of data. The row for '07/27/2018' with 'Needs Approval' status and '001-Regular Time' description has its 'Select' checkbox checked. Below the table is an 'Approval' section with four buttons: 'Select All', 'Deselect All', 'Approve', and 'Deny'. The 'Select All' button is highlighted with a red box.

Select	Date	Reported Status	Total	TRC	Description
<input type="checkbox"/>	07/23/2018	Approved	8.0	050	Sick Leave
<input type="checkbox"/>	07/24/2018	Approved	8.0	050	Sick Leave
<input type="checkbox"/>	07/25/2018	Approved	8.0	001	001-Regular Time
<input type="checkbox"/>	07/26/2018	Approved	8.0	001	001-Regular Time
<input checked="" type="checkbox"/>	07/27/2018	Needs Approval	4.0	001	001-Regular Time
<input type="checkbox"/>	07/27/2018	Needs Approval	4.0	041	Comp Time Used
<input checked="" type="checkbox"/>	07/30/2018	Needs Approval	0.0	001	001-Regular Time
<input type="checkbox"/>	07/30/2018	Needs Approval	8.0	040	Annual Leave
<input type="checkbox"/>	07/31/2018	Approved	8.0	001	001-Regular Time
<input type="checkbox"/>	08/01/2018	Approved	8.0	001	001-Regular Time
<input type="checkbox"/>	08/02/2018	Approved	8.0	001	001-Regular Time
<input type="checkbox"/>	08/03/2018	Approved	8.0	001	001-Regular Time

8. Select the **Approve** button, which will approve items on both the Reported Time Status tab and the Absence/OT tab.

This screenshot is similar to the previous one, showing the 'Reported Time Status' tab. In this view, the 'Approve' button in the 'Approval' section is highlighted with a red box. The 'Select' checkboxes for the two 'Needs Approval' rows are also checked. Below the 'Approval' section, there is a text input field labeled 'Manager/Approver Comments'.

9. An attestation message will appear. Select **Yes**.



10. You will receive the Approval Confirmation message. Select the **OK** button.



11. The amended absence/OT request will now show in **Approved** status. **You have successfully approved the amended absence/OT request.**

Reported Time Status		Total	TRC	Description	Sched Hrs	Comp
07/23/2018	Approved	8.0	050	Sick Leave	8.00	
07/24/2018	Approved	8.0	050	Sick Leave	8.00	
07/25/2018	Approved	8.0	001	001-Regular Time	8.00	
07/26/2018	Approved	8.0	001	001-Regular Time	8.00	
07/27/2018	Approved	4.0	001	001-Regular Time	8.00	
07/27/2018	Approved	4.0	041	Comp Time Used	8.00	
07/30/2018	Approved	0.0	001	001-Regular Time	8.00	
07/30/2018	Approved	8.0	040	Annual Leave	8.00	
07/31/2018	Approved	8.0	001	001-Regular Time	8.00	
08/01/2018	Approved	8.0	001	001-Regular Time	8.00	
08/02/2018	Approved	8.0	001	001-Regular Time	8.00	
08/03/2018	Approved	8.0	001	001-Regular Time	8.00	