

When to Use This Business Process Procedure

Functional Area(s)

MySCEmployee, My Team, Employee Working Times, Approve Time Sheet Data

Transaction Code

MYSCEmployee MSS

Roles

Managers (or Supervisors) as assigned by the agency

Purpose

Use this procedure in Manager Self-Service (MSS) as a single access point for Managers (or Supervisors) to find employee information and perform managerial tasks.

MSS users must hold a Chief Position in their department (e.g. Organizational Unit) and will only have access to their direct reporting employees.

- The **Approve Time Sheet Data** service is located on the My Team workset in MSS. The time is entered by employees in ESS; the manager will either approve or reject the time in MSS.
- **Time Approval is an important part of the State's business process.** Time data must be in 'Approved' status or it will not be available for Time Evaluation (processing of leave accruals, etc.) and Payroll processing.
- NOTE: Employees will not enter absences into the time sheet. All absence hours will be entered in the Leave Request service in ESS. The absences will be automatically posted to the time sheet once posted.
- **Time Approvals** - Once the time is entered into ESS, it will be available for your manager to approve it in MSS. After the time is approved, it cannot be changed in ESS (by employees) or in MSS (by managers). Employees who need to make a time sheet correction should be directed to their Time Administrator.
- **Time Rejections** - Managers have the option to reject the employee's time. Time is primarily rejected due to wrong hours or charges. Although employees have visibility of rejected time the next time they go to their time sheet, the manager should make the effort to communicate the rejection the employee to ensure accurate time and meet submission deadlines. The state recommends time is entered and approved daily, but must be completed by the end of the pay period.
- **Charge Objects** - Some state employees will be required to charge their time to Cost Objects (i.e. Charge Objects). A cost object captures time within a financial area of responsibility (for example, a Cost Center, Functional Area, Fund, WBS, Internal Order, Grant, etc.). These employees will have additional fields on their time sheets to input the cost objects against their time. Managers will need to review the time charged to the various cost objects and approve or reject the time. It is the manager's (or Time Administrator's) responsibility to communicate to their employees what cost objects they should be using in their agency.

Trigger

Perform this procedure in Manager Self-Service (MSS) when there is a need to process Time Sheets (approve or reject) for your employees.

Prerequisites

- A MySCEmployee portal user ID.
- MSS users must hold the chief position in their department (organizational unit).
- MSS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

Tips and Tricks

- None.

Helpful Hints

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results.

Related Transactions

- None.

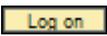
Step-by-Step Work Instructions

1. Start all MSS application by logging on to the MySCEmployee Portal:



2. As required, complete/review the following fields:

Field	R/O/C	Description
User ID *	R	The MySCEmployee Portal User ID.
Password *	R	The employee's password.

3. Click the Log on button .



After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.



When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

4. After logging on, the user will be defaulted to the MySCEmployee Home Page.

The screenshot shows the MySCEmployee portal interface. At the top left, it says "Welcome msstrain5,". The main header features the "MySCEmployee" logo in blue, with "powered by SCEIS" underneath. Below the header is a navigation bar with tabs for "Welcome", "Employee Self-Service", and "Manager Self-Service". A secondary bar contains "Alerts and Information" and "Universal Worklist". The main content area has a blue background with the heading "Welcome to MySCEmployee". Below this, a paragraph explains that the system is designed to empower employees by handling various tasks like record keeping, time submission, and leave requests. A "News Of Interest" section follows, containing three bullet points: a note for new users to take training, a reminder to verify personal information, and a note about browser compatibility (Internet Explorer versions 6 & 7).

Welcome msstrain5,

MySCEmployee

powered by SCEIS

Welcome Employee Self-Service Manager Self-Service

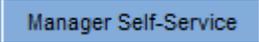
Alerts and Information | Universal Worklist

Welcome to MySCEmployee

MySCEmployee is designed to empower employees by putting many day-to-day record keeping responsibilities state employees can, among other activities, enter and submit time for manager approval, access pay leave requests, view various quota balances, update mailing addresses, and search for other state employees.

News Of Interest

- **Note:** Employees who are new to MySCEmployee are encouraged to take the Employee Self Service (Employee Self-Service) (appropriate) training prior to using the system. Be on the lookout for information from your respective manager.
- **Be Sure to Verify Your Personal Information:** You are encouraged to review and verify your personal information, including your contacts, social security number and date of birth soon after go-live.
- **Reminder:** MySCEmployee currently supports Internet Explorer versions 6 & 7. Version 8 is not supported.

5. Click the **Manager Self-Service** tab .

Welcome MSSIT01 MSSIT01 MySCEmployee powered by SCEIS

Welcome Employee Self-Service Manager Self-Service User Access

Overview

Detailed Navigation

- My Work Overview
 - Tasks and Alerts
- My Team
 - Team Overview
 - Employee Information
 - Employee Working Times
 - Approve Time Sheet Data
 - Approve Leave Requests
 - Team Calendar
 - Approve Time and Leave
- My Organization
- My Reports

Universal Worklist

Waiting for update

Tasks Alerts Notifications Tracking

Show: New and In Progress Tasks Select a Subview...

Subject	From
ED: Partner profile not available	Workfl
ED: Partner profile not available	Workfl
ED: Partner profile not available	Workfl
ED: Partner profile not available	Workfl
ED: Partner profile not available	Workfl
ED: Partner profile not available	Workfl
ED: Partner profile not available	Workfl
ED: Partner profile not available	Workfl
ED: Partner profile not available	Workfl
ED: Partner profile not available	Workfl
ED: Partner profile not available	Workfl
ED: Partner profile not available	Workfl

Row 1 of 13

ED: Partner profile not available

Sent: Jun 21, 2011 by Workflow System Priority: Non
 Status: New

An error occurred during inbound processing of an IDoc. If you execute the work item, the current status of this IDoc is displayed. Here you can obtain additional information regarding the error. Depending on the error, further processing of the IDoc is possible.

Attachments

Type	Title
	Application IDoc: 0000000000002016

Open Task Resubmit Forward Assign To Me

Reminder of Dates

August 2011 Dates/Task for All Employees

Date	Event	Name
8/23/2011	Date of Birth	Tina Melody Kane



MSS users will be defaulted to the **'Tasks and Alerts'** page.

- 6.** Perform one of the following:

To	Go To
Approve time Without Cost Objects	Step 7
Approve time With Cost Objects	Step 17

- 7.** Go to the 'Detailed Navigation' on the left section of the screen. Navigate to the **Approve Time Sheet Data** service by expanding the folders down the tree structure: *My Team --> Employee Working Times --> Approve Time Sheet Data.*

Approve Time Sheet Data - SAP NetWeaver Portal - Windows Internet Explorer

https://sapportaldev.sc.gov/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcd!3aportal_content!2fevery_user!2fgeneral!2fsc...

Approve Time by Manager

View: **Simple View - Weekly**

[LINK TO HELP DOCUMENTS](#)

NOTE: If using Daily View, warning message will appear if the recorded time and approved time does not equal the target time, greater than or less than the target time, even though the employee has worked his/her target hours for the week.

Collective Approval						
Pers. No.	Empl/appl.name	Frm	To	Message	Hours to Approve	Approved H
10007039	Kip Zachary Keating	08/08/2011	08/14/2011		11.500 H	

Team Calendar

Display Data for: **Directly Subordinate Employees** for: **August** in: **2011**

		2011 August																																				
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
Tina Melody Kane																																						
Kip Zachary Keating																																						
Jeanine Roseanne Quarles																																						
Lorri Retha Raines																																						

Absent
 Multiple Entries
 Sent
 Deletion Requested
 Working Hours

***NOTE:** Working hours will not appear on the calendar until approved and posted. Working hours approved today will display on the calendar.

***NOTE:** Team calendar only displays previous three months of data. In addition, leave requests and working hours for current month will not appear until approved and posted.



A new window will launch and default to the Collective Approval screen with a 'Simple' view. Various views can be selected from the drop-down. A view specifies how the time data is displayed.



The Hours to Approve, Approved Hrs/Leave, and Target Time column can be used to identify employees who have not entered their time according to their work schedule (e.g. missing time or too much time entered for the period).



The 'Message' column indicates if a system message exists for the employees. To view the message text, hover your cursor of the message icon . The message will appear if the Hours to Approve plus the Approved Hrs/Leave columns are less than or equal to the Target Time column. |<EON>|

- 8.** To view the details (individual daily working times) for an employee, select the hours link for that employee. For example, 11.5 hours.

Approve Time Sheet Data - SAP NetWeaver Portal - Windows Internet Explorer
 https://sapportaldev.sc.gov/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcd!3aportal_content!2fevery_user!2fgeneral!2fsc

Approve Time by Manager

1 Collective Approval a Individual Approval 1 Collective Approval 2 Review and Save 3 Completed

[SHOW APPROVED WORKING TIME](#)

Approved working times

Period from: 8/8/2011 To 8/14/2011

Date	Pers. No.	Employee Name	Att./abs. type	A/A type text
08/09/2011	10007039	Kip Zachary Keating	1000	Attendance h
08/10/2011	10007039	Kip Zachary Keating	2001	A2.Sick Leav

Hours to Approve

Indiv. Approval for Pers. No. 10007039, Period From 08/08/2011 To 08/14/2011 Recorded 11.500 H Target Time: 37.500 H

Date	Pers. No.	Employee Name	Att./abs. type	A/A type text
08/08/2011	10007039	Kip Zachary Keating	1000	Attendance h
08/08/2011	10007039	Kip Zachary Keating	1000	Attendance h
08/10/2011	10007039	Kip Zachary Keating	1000	Attendance h

Team Calendar

Display Data for: for: in:

	2011 August																											
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Tina Melody Kane																												
Kip Zachary Keating																												
Jeanine Roseanne Quarles																												
Lorri Retha Raines																												

Absent Multiple Entries Sent Deletion Requested Working Hours

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***NOTE:** Team calendar only displays previous three months of data. In addition, leave requests and working hours for current month will display on the calendar.



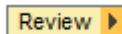
Click "Show Approving Working Time" link to view previously approved working time or leave for the work week that the time is being reviewed.

9. To go back to the 'Collective Approval' screen, click [Previous Step](#) or if you changed approval status of any working time click [Transfer](#) .

10. To process the time data, select one of the following from the 'Approval' drop-down:

Activity	Notes
Approve All	<p>Select to Approve all displayed time for the employee.</p> <p>NOTE: The system will default to this option. Managers need to be cautious they are approving the time they intend to.</p>
Reject All	<p>Select to Reject all displayed time for the employee. The employee will see the rejected time the next time he/she logs on to ESS and goes to the 'Record Working Time' service.</p> <p>NOTE: Since the rejected time should be resubmitted in a timely manner, the manager should notify the employee that his/her time was rejected.</p>
Resubmit All	<p>Select to Resubmit all displayed time for the employee. This excludes the time data from being approved or rejected and will be available in the 'Approve Time Sheet Data' service until processed (approved or rejected).</p> <p>NOTE: This option is primarily used if the manager does not have enough information to approve/reject someone's time and would like to come back to it at a later point. Yet, the manager would like to continue with approving the time for his/her other employees.</p>

11. Select the approval types from the drop-down and click



Approve Time Sheet Data - SAP NetWeaver Portal - Windows Internet Explorer
 https://sapportaldev.sc.gov/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcd!3aportal_content!2fevery_user!2fgeneral!2fsc

Approve Time by Manager

View:

APPROVED WORKING TIMES			
Pers. No.	Employee Name	Att./abs. type	A/A type text
10007039	Kip Zachary Keating	1000	Attendance hours
10007039	Kip Zachary Keating	1000	Attendance hours
10007039	Kip Zachary Keating	1000	Attendance hours

Team Calendar

Display Data for: for: in:

	2011 August																													
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Tina Melody Kane																														
Kip Zachary Keating																														
Jeanine Roseanne Quarles																														
Lorri Retha Raines																														

Absent
 Multiple Entries
 Sent
 Deletion Requested
 Working Hours

*NOTE: Working hours will not appear on the calendar until approved and posted. Working hours approved today will display on the calendar.
 *NOTE: Team calendar only displays previous three months of data. In addition, leave requests and working hours for current month are displayed.

12. To save and approve the time, click .

Approve Time Sheet Data - SAP NetWeaver Portal - Windows Internet Explorer
 https://sapportaldev.sc.gov/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcd!3aportal_content!2fevery_user!2fgeneral!2fsc.

Approve Time by Manager

i Your data has been saved.

What do you want to do next?
[Approve Additional Working Times](#)

Approved Working Times

Pers. No.	Employee Name	Att./abs. type	A/A type text
10007039	Kip Zachary Keating	1000	Attendance hours
10007039	Kip Zachary Keating	1000	Attendance hours
10007039	Kip Zachary Keating	1000	Attendance hours

Team Calendar

Display Data for: for: in:

		2011 August																																		
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
Tina Melody Kane																																				
Kip Zachary Keating		Working Hours	Absent	Working Hours	Working Hours	Working Hours				Multiple Entries	Multiple Entries	Multiple Entries	Multiple Entries																							
Jeanine Roseanne Quarles																																				
Lorri Retha Raines																																				

Absent
 Multiple Entries
 Sent
 Deletion Requested
 Working Hours

***NOTE:** Working hours will not appear on the calendar until approved and posted. Working hours approved today will display on the

***NOTE:** Team calendar only displays previous three months of data. In addition, leave requests and working hours for current month

13. To go back to the main approval screen, click [Approve Additional Working Times](#) . NOTE: If approving working time from the universal worklist, the approve additional working times link will not work.

14. Approving time for employees who use Cost Objects (also known as Charge Objects):

Some state employees will be required to charge their time to Cost Objects. These employees will have additional fields on their time sheets to input the cost objects against their time. Managers will need to review the time charged to the various cost objects and approve or reject the time. It is the manager's (or Time Administrator's) responsibility to communicate to their employee what cost objects they should be charging.

To approve time charged to Cost Objects, select one of the views to display the extra fields (the cost object details will be displayed on the next screen after this one):

Approve Time Sheet Data - SAP NetWeaver Portal - Windows Internet Explorer

https://sapportaldev.sc.gov/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcd!3aportal_content!2fevery_user!2fgeneral!2

Approve Time by Manager

View:

[LINK TO HELP DOCUMENTS](#)

NOTE: If using Daily View, warning message will appear if the recorded time and approved time does not equal the greater than or less than the target time, even though the employee has worked his/her target hours for the week.

Collective Approval					
Pers. No.	Empl./appl.name	A/A Type	A/A type text	Frm	To
10027797	Newton Pat Abernathy	1000	Attendance hours	08/22/2011	08/22/2011

Team Calendar

Display Data for: for: in:

	2011 August																														
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Newton Pat Abernathy																															
Crystal Hollie Crowley																															

Absent
 Multiple Entries
 Sent
 Deletion Requested
 Working Hours

***NOTE:** Working hours will not appear on the calendar until approved and posted. Working hours approved today will display on

***NOTE:** Team calendar only displays previous three months of data. In addition, leave requests and working hours for current m

15. Click

Approve Time Sheet Data - SAP NetWeaver Portal - Windows Internet Explorer

https://sapportaldev.sc.gov/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcd!3aportal_content!2fevery_user!2fgeneral!2fs

Approve Time by Manager

View:

APPROVED WORKING TIMES				
Pers. No.	Employee Name	A/A Type Desc	Cost Center	Co
10027797	Newton Pat Abernathy	Attendance hours	E080A00010	AD
10027797	Newton Pat Abernathy	Attendance hours	E080A00010	AD

Team Calendar

Display Data for: for: in:

	2011 August																						
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Newton Pat Abernathy																							
Crystal Hollie Crowley																							

Absent
 Multiple Entries
 Sent
 Deletion Requested
 Working Hours

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*NOTE: Team calendar only displays previous three months of data. In addition, leave requests and working hours for current month will display on the calendar.

15.1. Go to the bottom of the screen and drag the scroll bar to the right to display all the column details:

The screenshot shows a web browser window titled "Approve Time Sheet Data - SAP NetWeaver Portal - Windows Internet Explorer". The address bar contains the URL: https://sapportaldev.sc.gov/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcd!3aportal_content!2fevery_user!2fgeneral!2fsc. Below the browser window, a table is displayed with the following structure:

	Order	Order Desc	Fund	Func
			10010000	E080
			10010000	E080

- To save and approve the time, click **Save**.

Results

You processed time sheets (approve or reject) for your employees.

Comments

None.