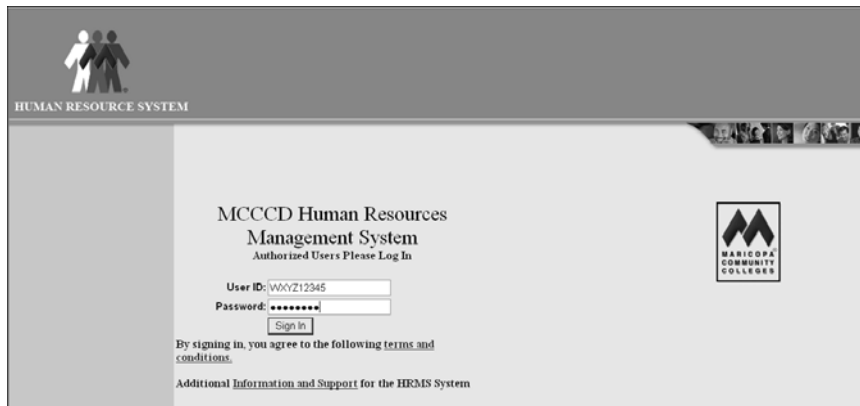


## Human Resources Management System Approving & Managing Time for Managers, Supervisors, & Designates

### Sign In to HRMS

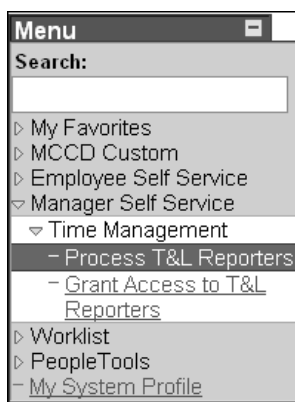
1. Start Internet Explorer.
2. In the Address field, enter <http://www.maricopa.edu/hrms> and press Enter.




3. At the HRMS login screen, in the User ID field, enter your Enterprise ID.
4. In the Password field, enter your MEMO password and press Enter.

### Access the Approval Page – Process T&L Reporters

1. From the Menu, select the path Manager Self Service >> Time Management >> Process T&L Reporters.



2. At the Time & Labor Reporters screen, click the minimize button  or press Ctrl Y to hide the menu for more screen space.
3. Click the Collapse Header Search Area button for more screen space.




## The Approval Page - Process Time & Labor Reporters

Payroll Ready	Employee/Status	Job	Account / Job Title / Type	Supervisor	Department
<input type="checkbox"/>	Jones,Susan EMP00001 Active	0	110-700-151700-51230 Administrative Secretary II Elapsed Time Reporter	MGR00001 Miller,Robert	700-151240 VC for Academic Affairs
<div style="float: right; text-align: right;"> <b>Time Reporting Code</b>    <b>Hours</b>                      Vacation                      8.00                      -- Total Hours            <b>8.00</b> </div>					
<input type="checkbox"/>	Jones,Susan EMP00001 Active	1	110-700-151700-51318 Student - Level 2 Punch Time Reporter	MGR00001 Miller,Robert	700-151700 Compensation Payroll
<div style="float: right; text-align: right;"> <b>Time Reporting Code</b>    <b>Hours</b>                      -- Total Hours            <b>0.00</b> </div>					
<input type="checkbox"/>	Jones,Susan EMP00001 Active	2	110-700-131042-51121 Adj Fac Fitness Center Day Elapsed Time Reporter	MGR00001 Miller,Robert	700-131042 International Education
<div style="float: right; text-align: right;"> <b>Time Reporting Code</b>    <b>Hours</b>                      Adjunct Faculty paid Hourly    4.00                      -- Total Hours            <b>4.00</b> </div>					

All of your employees' information is listed in a summary table. On the right side of the screen, the blue shaded area for each employee lists the Time Reporting Code(s) and the total number of hours reported for this time period. If there is no need to review any of the time reported, you can approve everyone's time all-at-once.

### Approve Everyone's Time All-at-Once

- At the Process Time & Labor screen, click the Approve All Time button .

**Status Dots:** The Payroll Ready column displays a dot in one of three colors: Red, Yellow, or Green for each employee. The color depends on the status of the time for that employee.

Red: Time has been reported and is waiting for your approval.

Yellow: Time has been modified since the last Time Administration was Run.

**Notes:** You cannot approve this time until Time Administration runs again. When Time Admin. runs, it will change the yellow dot to red and now you can approve it. Time Admin runs every half hour.

If a supervisor has made a change to one of their employee's time, the dot turns red (not yellow) and the time can be approved immediately.

Green: There is no time to approve for this employee. (No time was reported.)

**Note:** If all of your employees have a green dot, you don't have any time to approve. You can simply log out of the system. However, that can change any time before the employee deadline. Be sure to continue checking your approval page until the employee deadline has passed – or simply wait to approve time until the employee deadline has passed.



## Review and Approve an Employee's Time One-at-a-Time

1. At the Process Time & Labor screen, click the Employee Name link.
  - The employee's Time Report displays:

<b>Employee:</b> EMP00001	<b>SUSAN JONES</b>		Available Leave Time (Hours)	
<b>Job Title:</b> Administrative Secretary II	<b>Location:</b> District Support Services Cntr	Sick	415.5	
<b>Department:</b> VC for Academic Affairs	<b>Supervisor:</b> Miller, Robert	Vacation	30.7	
		Personal	18.0	
		Banked Vacation	95.7	

<a href="#">RETURN TO JOB SEARCH</a>		<b>WEEK BEGINNING</b>	
<a href="#">REVIEW COMPENSATORY TIME</a>		12/16/2006	
** Week 1 of Reporting Period Ending 12/29/06 **			
Official Time			
3:22:50 PM			
<b>Deadline for Administering Time for this Period is:</b> 01/02/2007 10:00AM			

Time Reporting Code	Sat 12/16	Sun 12/17	Mon 12/18	Tue 12/19	Wed 12/20	Thu 12/21	Fri 12/22	-- Total --
<a href="#">DELETE LINE</a> Personal - SCP			8.00	8.00				16.00

[ADD LINE](#) [SUBMIT TIME](#)

2. Review the time reported, then click the Submit Time button.
3. To return to your approval page, click the Return to Job Search button.

## Modify or Delete Time Reported

Employees can make changes to their time report any time **prior to** the employee deadline. Managers can make changes any time **prior to** the manager deadline. Any changes needed after the manager deadline must be made on an Absence Adjustment paper form and submitted to HR.

1. At the Process Time & Labor screen, click the Employee Name link.
2. At the employee Time Report, select the appropriate Week Beginning date.
  - **To modify a field** – Click in the field, and enter the appropriate information.
  - **To add a new or different time reporting code** – Click the Add Line button, select the appropriate code, then enter the information in the respective field(s).
  - **To delete a time reporting code** – Click the Delete Line button.
3. Click the Submit button.
4. To return to the approval page, click the Return to Job Search button.

**Note:** Keep in mind that the status dot will now be yellow for this employee. Time Administration has to run before these changes can be approved. Once Time Admin. runs, the dot turns red and you can approve the new time.





## **Messages and the Message Board – Communicating with Employees**

In the HRMS system, you can communicate with your employees using the Message Board. At the approval page, the message envelope icon lets you know whether or not an employee has posted a message for you. If the message icon has a red dot, then you have a message from that employee. You can reply to the message using the Message Board.

### **To Read and Reply to a Message**

1. To read a message, click the message icon with the red dot or click the Open Message Board button.
  - The Message Board displays the message towards the bottom of the screen.
2. When finished reading the message, click the Mark as Read button.
  - This provides a date and time stamp. It also removes the red dot on the message icon. All messages are saved in the Message Board. All messages are saved with that time period.
3. To reply to the message, click in the yellow Message field, and enter your text.
4. When finished writing your reply, click the Post Message button to post the message to your employee's Message Board.
5. Click the Close Message Board button.

### **To Post (Send) a Message to an Employee**

1. To post a message, click the message icon or click the Open Message Board button for the appropriate employee.
2. Click in the yellow Message field, and enter your text.
3. When finished, click the Post Message button .

### **Messages to Your Supervisor**

To post a message to your supervisor, you must be in Employee Self Service, not Manager Self Service.

### **Message Board is not MEMO!**

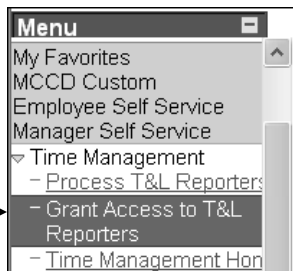
The Message Board does not interface with the Maricopa MEMO (email) system. You will not receive any notification in your email account that you have a message waiting in HRMS. All messages posted using the Message Board can only be viewed within HRMS.



## Grant Access to a Designate

HRMS allows you to grant Manager Self Service access to another employee. This is a good practice for the times when you will not be able to sign in to HRMS to approve reported time. For example, when you are on vacation, at a conference, in a meeting, etc. You can grant access to anyone with an HRMS account.

1. From the Menu, select the path Manager Self Service >> Time Management >> Grant Access to T&L Reporters.



2. At the Grant Access screen, click the Select All link or place a checkmark next to the appropriate employee(s) for whom you are going to grant access.

The screenshot shows the 'Grant Access to Time & Labor Reporters' screen. It includes a search bar for EMPLOYEE and SUPERVISOR, a REFRESH button, and a table of employees. Below the table are 'Select All' and 'Clear All' checkboxes. An arrow points to the 'Select All' checkbox.

Employee / Status	Job	Account / Job Title / Type	Supervisor	Department
<input type="checkbox"/> Burns, Cindy R. 10115267 Active	0	110-700-151090-51230 Office Coordinator III Elapsed	Connors, Paula A.	700-151090 Training Services
<input type="checkbox"/> Little, Heidi L. 10101131 Active	0	110-700-151090-51220 Coord Tech Develop/Training Elapsed	Connors, Paula A.	700-151090 Training Services
<input type="checkbox"/> Williams, Pamela R. 10118004 Active	0	110-700-151090-51220 Coord Tech Develop/Training Elapsed	Connors, Paula A.	700-151090 Training Services

3. In the Grant Access section, in the To field, enter the Employee ID of the designated employee, then press Tab.

The screenshot shows the 'GRANT ACCESS' form with the following fields: TO: 10115267 (with a magnifying glass icon), Burns, Cindy R.; FROM: 01/02/2007; THRU: [empty]; and a SUBMIT button. An arrow points to the magnifying glass icon next to the 'TO' field.

OR

- If you do not have the Employee ID, click the magnifying glass next to the To field.




**Look Up TO**

EmpID:


Name:



Last Name:

First Name:



- Enter search criteria in one of the fields, and click the Look Up button.
    - Your search results display below the look up section.
  - Click the appropriate employee to whom you are going to grant access.
4. In the Thru field, use the calendar icon  to enter the appropriate end date.
- If access will be granted indefinitely, leave the Thru field blank.

GRANT ACCESS

TO:   Burns, Cindy R.

FROM:   THRU:  

5. Click the Submit button.
- The access summary displays in the Access History section.

Access History						
STATUS <input checked="" type="radio"/> Current <input type="radio"/> Future <input type="radio"/> Expired / Cancelled <input type="radio"/> All						
Employee	Job	From	Thru	Access Granted To	Access Granted By	Originated Cancelled
Little, Heidi L. 10101131	0	01/02/2007		10115267 Burns, Cindy R.	10120474 Connors, Paula A.	01/02/2007  CANCEL
Williams, Pamela R. 10118004	0	01/02/2007		10115267 Burns, Cindy R.	10120474 Connors, Paula A.	01/02/2007  CANCEL

**Note:** Access rights are not granted until the Time & Labor administration process runs **overnight**. Your Designate will see the new granted list of employees the next morning – when he/she clicks the Include Non-Direct Report List in the Manager Self Service – Process Time & Labor Reporters screen.

To View Employees that have been designated to you, please see screen print on next page.



**Process Time & Labor Reporters**

EXPAND HEADER SEARCH AREA

Include Non-Direct Reports in List  
 Include Inactive Jobs in List

Payroll Ready	Employee / Status	Job	Account / Job Title / Type	Supervisor	Department						
<input checked="" type="checkbox"/>	Jones, Susan EMP00001 Active	0	110-700-151700-51230 Administrative Secretary II Elapsed Time Reporter	MGR00001 Miller, Robert	700-151240 VC for Academic Affairs						
<table border="1"> <thead> <tr> <th>Time Reporting Code</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>Vacation</td> <td>8.00</td> </tr> <tr> <td><b>-- Total Hours</b></td> <td><b>8.00</b></td> </tr> </tbody> </table>						Time Reporting Code	Hours	Vacation	8.00	<b>-- Total Hours</b>	<b>8.00</b>
Time Reporting Code	Hours										
Vacation	8.00										
<b>-- Total Hours</b>	<b>8.00</b>										
<input checked="" type="checkbox"/> OPEN MESSAGE BOARD											
<input checked="" type="checkbox"/>	Jones, Susan EMP00001 Active	1	110-700-151700-51316 Student - Level 2 Punch Time Reporter	MGR00001 Miller, Robert	700-151700 Compensation Payroll						
<table border="1"> <thead> <tr> <th>Time Reporting Code</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td><b>-- Total Hours</b></td> <td><b>0.00</b></td> </tr> </tbody> </table>						Time Reporting Code	Hours	<b>-- Total Hours</b>	<b>0.00</b>		
Time Reporting Code	Hours										
<b>-- Total Hours</b>	<b>0.00</b>										
<input checked="" type="checkbox"/> OPEN MESSAGE BOARD											
<input checked="" type="checkbox"/>	Jones, Susan EMP00001 Active	2	110-700-131042-51121 Adj Fac Fitness Center Day Elapsed Time Reporter	MGR00001 Miller, Robert	700-131042 International Education						
<table border="1"> <thead> <tr> <th>Time Reporting Code</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>Adjunct Faculty paid Hourly</td> <td>4.00</td> </tr> <tr> <td><b>-- Total Hours</b></td> <td><b>4.00</b></td> </tr> </tbody> </table>						Time Reporting Code	Hours	Adjunct Faculty paid Hourly	4.00	<b>-- Total Hours</b>	<b>4.00</b>
Time Reporting Code	Hours										
Adjunct Faculty paid Hourly	4.00										
<b>-- Total Hours</b>	<b>4.00</b>										
<input checked="" type="checkbox"/> OPEN MESSAGE BOARD											

APPROVE ALL TIME

Click in this checkbox to view employees who have been designated to you by someone else.

### Cancel Designate Access

If an end date was entered when designating access, the access is automatically canceled on the end date. If an end date was not entered, designate access can be canceled any time.

1. From the Menu, select the path Manager Self Service >> Time Management >> Grant Access to T&L Reporters.
2. In the Access History at the bottom of the screen, click the appropriate Cancel button(s).

**Access History**

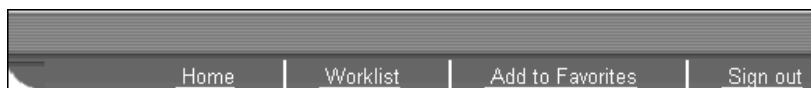
STATUS  Current  Future  Expired / Cancelled  All

Employee	Job	From	Thru	Access Granted To	Access Granted By	Originated	Cancelled
Little, Heidi L. 10101131	0	01/02/2007		10115267 Burns, Cindy R.	10120474 Connors, Paula A.	01/02/2007	<input checked="" type="checkbox"/> CANCEL
Williams, Pamela R. 10118004	0	01/02/2007		10115267 Burns, Cindy R.	10120474 Connors, Paula A.	01/02/2007	<input checked="" type="checkbox"/> CANCEL

### Sign Out of HRMS

When finished using HRMS, always sign out!

1. In the top right corner of the window, click the Sign Out link.



2. From the Internet Explorer File menu, select Close.

