

MySCEmployee

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Viewing Time Approval Status



To view the status of time approval, employees have two options. They can either:

1. Click the My Working Time link from the MySCEmployee overview page and review the messages under the **Record Working Time** link. Employees will see messages telling them the date their time submission has been approved up to.



Working Time

[Record Working Time](#)

You can record your working time here.

You have recorded adequate working times for all workdays up to 12/29/2009.

Your recorded times have been approved up to 12/29/2009.

2. Employees can also click the Record Working Time link, then click the **Enter Daily Time** tab, input the date they want to view time approval for, then click the **Details** link.

Display Weekly Time		Enter Daily Time			
Date	12/29/2009	Go			
Working Times Recorded on Tuesday, December 29, 2009					
Att./abs. type	Wage Type	Hours	Start time	End time	
	Act	7.500	00:00	00:00	
Attendance hours (▼)	<input type="checkbox"/>	4	08:00	12:00	Details
Attendance hours (▼)	<input type="checkbox"/>	3.50	13:00	16:30	Details

Employees will then be able to view the status of time that has been

submitted for manager approval. In the examples below, in addition to displaying time submission details, one message informs the employee that time has been **Approved** and the other shows **Approval rejected**.

Record Working Time

Att./abs. type: 1000 Attendance hours
Wage Type:

Recorded Time

Date: 12/29/2009
Start time: 08:00
End time: 12:00
Cell content: 4

Further Details

Rejection reas.:
Process status: **Approved**

Recorded Data

Att./abs. type: 1000 Attendance hours
Wage Type:

Recorded Time

Date: 11/3/2009
Start time: 13:00
End time: 14:00
Cell content: 1

Further Details

Rejection reas.:
Process status: **Approval rejected**