

MySCEmployee

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Manager Self Service

Viewing Previously Approved Time and Leave When Approving Time

Managers can view an employee's previously approved time and leave when approving time. This quick reference card should be used in conjunction with the MSS - Approving Working Time QRC.



1. Log into MSS and use the Detailed Navigation area to access the Approve Time Sheet Data section.
2. The **"Simple View – Weekly"** display is the default view. By comparing the **Hours to Approve** (Work Hours Submitted), **Approved Hrs./Leave** and **Target Time** (Work Hours Scheduled) columns, a manager can identify employees who have entered either too many or too few hours. In the example below, the employee has entered too few working hours (19) for the week as indicated by the Message column. (The Target Time column indicates this employee is required to account for 30 hours this week.)
3. To see why the employee only recorded 19 hours of working time for the week, click the **19H** link in the Number column to view a day-by-day breakdown of the work hours the employee has submitted.

View: Simple View - Weekly

[LINK TO HELP DOCUMENTS](#)

Collective Approval									
Pers. No.	Empl/appl name	From	To	Message	Hours to Approve	Approved Hrs/Leave	Target Time	Approval	RejectionReason
10002576	Helene Francine Nieto	11/08/2010	11/14/2010	1	19H	7.50 H	30 H	Approve All	

4. To view any previously approved time or leave that may account for the working time discrepancy (the missing 3.5 hours in the Helen Francine Nieto example), the manager can now click the **Show Approved Working Times** link.

[SHOW APPROVED WORKING TIMES](#)

Approved working times

Period from: 11/8/2010 To 11/14/2010 Go

Pers. No. 10002406 Target Time:		
Date	Pers. No.	Employee Name
11/12/2010	10002576	Helene Francine Nieto

5. The Show Approved Working Time screen shows that the manager approved a leave request for 7.5 hours on Nov. 12. In looking at the time submitted for approval, the employee hasn't recorded his/her hours for the afternoon of Nov. 10. (The date range at the top of the page will default to the week for which time is being reviewed.)

Approved working times

Period from: 11/8/2010 To 11/14/2010 Go

Pers. No. 10002406 Target Time:									
Date	Pers. No.	Employee Name	Att./abs. type	A/A type text	Approval date	Start time	End time	Approved Hrs/Leave	
11/12/2010	10002576	Helene Francine Nieto	2000	A Annual Leave	11/18/2010			7.500 H	
								Total	7.500 H

Hours to Approve

Indiv. Approval for Pers. No. 10002576, Period From 11/08/2010 To 11/14/2010 Recorded 19 H Target Time: 30 H/Approved Hrs/Leave: 7.50 H

Date	Pers. No.	Employee Name	Att./abs. type	A/A type text	Start time	End time	Hours to Approve	Approval	Rej
11/08/2010	10002576	Helene Francine Nieto	1000	Attendance hours	08:00	12:00	3.500	Approve	
11/08/2010	10002576	Helene Francine Nieto	1000	Attendance hours	13:00	16:30	3.500	Approve	
11/09/2010	10002576	Helene Francine Nieto	1000	Attendance hours	08:00	12:00	3.500	Approve	
11/09/2010	10002576	Helene Francine Nieto	1000	Attendance hours	13:00	16:30	3.500	Approve	
11/10/2010	10002576	Helene Francine Nieto	1000	Attendance hours	08:00	12:00	3.500	Approve	