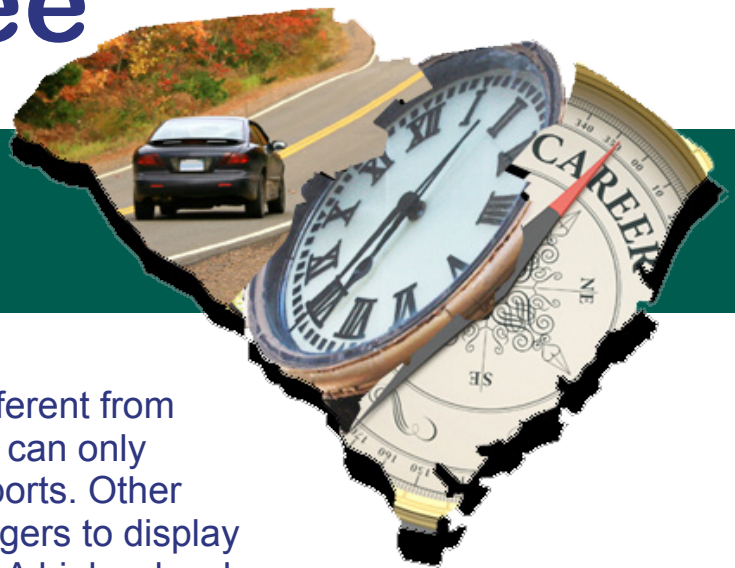


MySCEmployee

powered by **SCSIS**

Manager Self Service

Time Facts



Time Approval

The Time Approval application is a little different from others in Manager Self Service. Managers can only view time submissions from their direct reports. Other views in Manager Self Service allow managers to display employees in lower-level org units as well. A higher-level manager **CANNOT** be defaulted in the system to be the back-up time approver in the event a lower-level manager is absent.

Note: If a manager position is **VACANT**, employees who report to that manager will **NOT** automatically be directed to the higher-level manager for time approval. If an org unit has a vacant manager position, or if a manager is unavailable to approve time submissions in Manager Self Service, time will need to be approved by a recognized approving authority (Time Approver and/or Time Administrator) directly in SAP.

Entering Time for Employees

Managers **CAN** use the system to enter time on behalf of their employees. To do so, go to **My Team**→**Employee Information**→**General Information**. From the General Information area, the manager selects the **name of the employee** he or she wants to enter time for, then selects **Related Activities**, followed by **Record Working Time**.

Employee Search

Employee Selection:

Display:

Name	Personnel Number	Manager	Position
KENNETH W. PIKE	00006438	JANET D. REYNOLDS	POSTA
JACQUELINE L. WITHERSPOON	00006439	JANET D. REYNOLDS	ACCOU
ELIZABETH I. SIMMONS	00006441	JANET D. REYNOLDS	FISCAL

Related Activities

Self-Service for My Employees

- [Record Working Time](#)
Maintain or display time sheets for your employees
- [Addresses and Emergency Contact Information](#)
Maintain or display addresses and emergency contacts for your employees.
- [Personal Data](#)
Display personal data for your employees.

Note: When a manager enters time on behalf of an employee, they still have to **APPROVE** the time just like they would if the employee submitted time on his or her own behalf.