SUPERVISORS & DELEGATES

HR/PAY 9.2 APPROVALS DASHBOARD

HUMAN RESOURCE MANAGEMENT

KU THE UNIVERSITY OF KANSAS

HR/PAY HOME PAGE MANAGER (*HR.KU.EDU*)

TWO APPROVAL TILES

Currently we will have a homepage tile that opens to two sub tiles for Supervisors to review for approvals.

9.1 Time Approval (KU) tile is a temporary tile. It will be removed when all time pending under the prior 9.1 system is addressed.

Approvals (9.2) tile displays count of 9.2 transactions pending approval.

We will review the 9.1 KU tile first.

Approvals

22

9.1 Time Approvals (KU)

9.1 TIME APPROVALS (KU) TILE

1 Selection Criteria

2 opens a new page

3 Next page opens

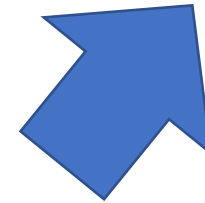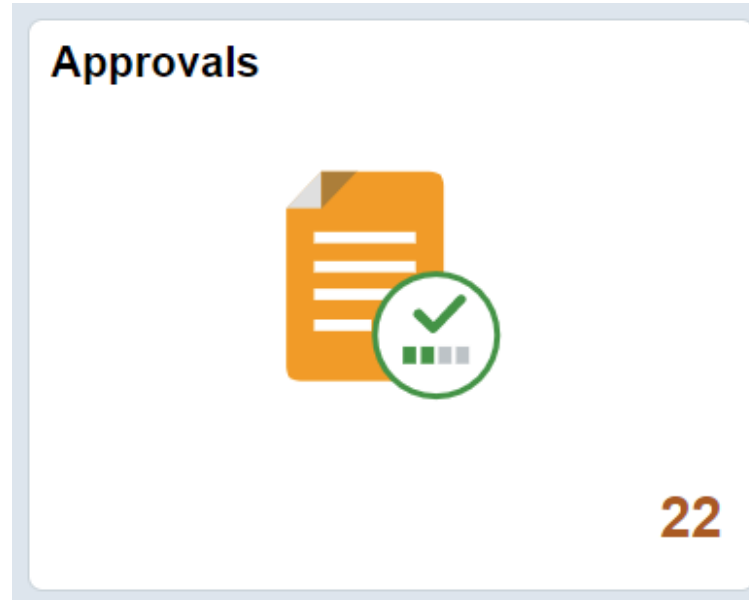Approve Payable Time
Approve Time for Time Reporters

▼ **Employee Selection**

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	[ ] 🔍
Employee ID	🔍
Empl Record	🔍
Last Name	🔍
First Name	🔍
Job Code	🔍
Job Description	🔍
Department	🔍
North American Pay Group	🔍

Get Employees

Clear Criteria

Save Criteria

	Time Summary	Demographics	◫▶
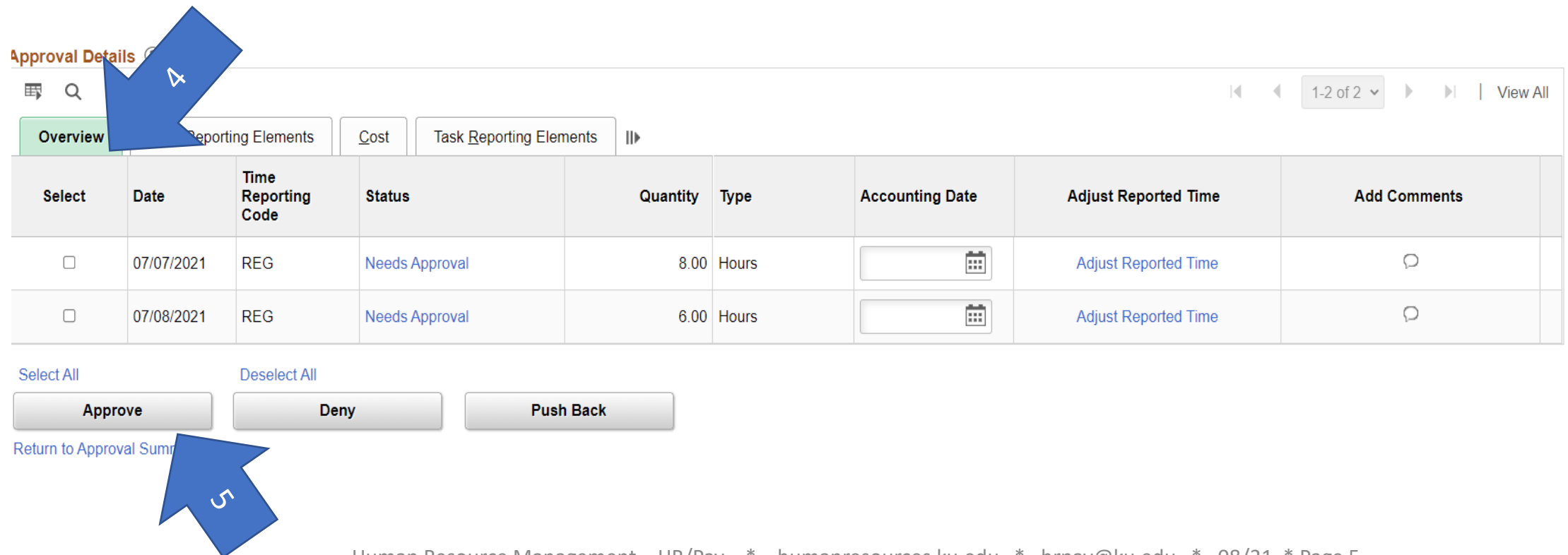
Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Total Payable Hours
☐	Eleven	Employee	1030151	0	Functional Systems Analyst Sr	14.00
☐	Four	Employee	1029927	0	Functional Systems Analyst Sr	44.00
☐	Thirteen	Employee	1373481	0	Functional Systems Analyst Sr	45.00
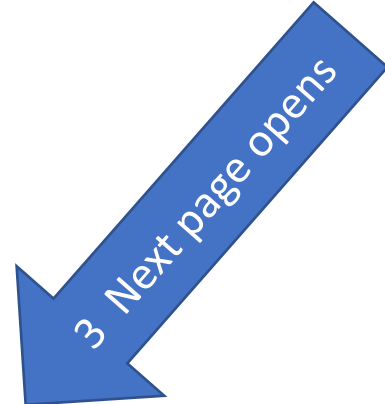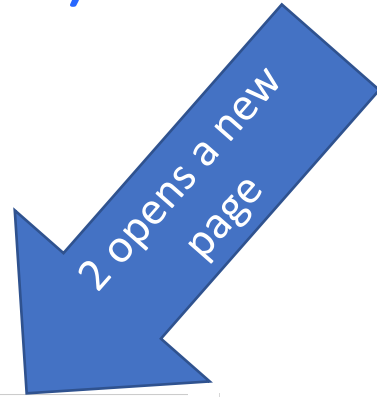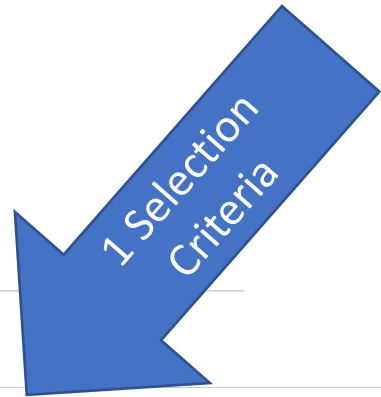
9.1 TIME APPROVALS (KU) PAGE

If the time (day) is not accurate, do not Approve, Deny or Push Back the day. Instead, work with the employee to correct the timesheet. Check the boxes on the left to approve the row or all displayed.

Do Approve the time that is accurate as to not delay pay.

Approval Details

Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Adjust Reported Time	Add Comments
☐	07/07/2021	REG	Needs Approval	8.00	Hours		Adjust Reported Time	💬
☐	07/08/2021	REG	Needs Approval	6.00	Hours		Adjust Reported Time	💬

Overview | Reporting Elements | Cost | Task Reporting Elements

1-2 of 2 | View All
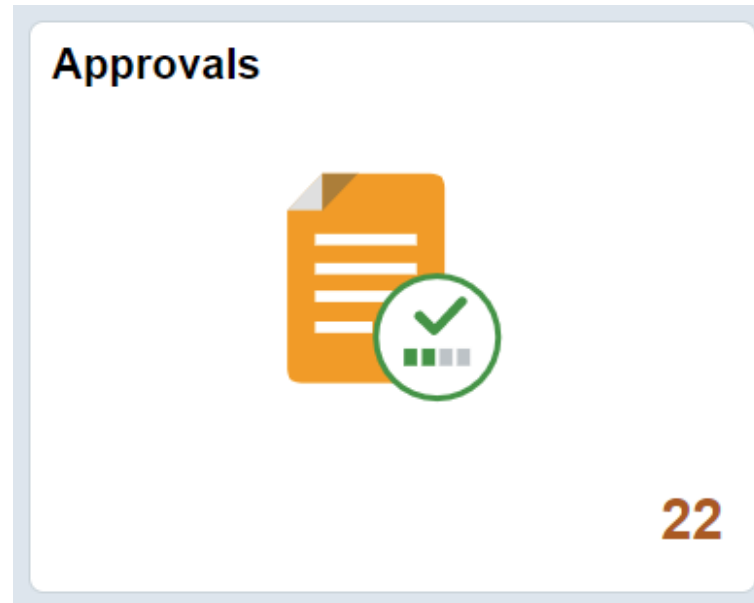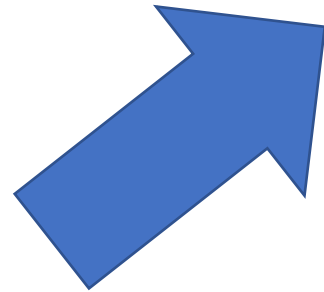
Select All   Deselect All

[Approve]   [Deny]   [Push Back]

Return to Approval Summ

APPROVALS (9.2 TILE)

Approvals Tile (9.2) will display a count of transactions pending for approval.

Approvals

22

9.1 Time Approvals (KU)

APPROVALS (9.2 TILE)CONTINUED..

*The left menu will list the types of pending approvals and quantity.

*The right side of the page will list all the pending items.

*You may click on the left menu type to reduce the items on the right by the type selected. This selection also opens up non-detailed approval boxes. (See next slide for detail approval page.)

*You may also use the filter icon on the top left for additional selection. Selecting Payable Time for this example.

2 the new page

1 opens a new page

View By	Type
🌐 All	22
💼 Absence Request	1
📇 Delegation of Authority	1
⏰ Payable Time	20

☐ **Payable Time**
Employee Eleven — Quantity for Approval 14 Hours 07/07/2021 - 07/08/2021 — Routed 07/22/2021

☐ **Payable Time**
Employee Four — Quantity for Approval 8 Hours 05/31/2021 - 05/31/2021 — Routed 07/22/2021

☐ **Payable Time**
Employee FiftyFive — Quantity for Approval 10 Hours 05/31/2021 - 05/31/2021 — Routed 07/22/2021
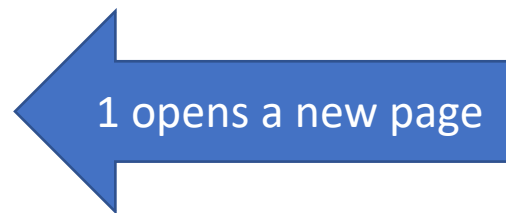
APPROVE PAYABLE TIME DETAIL PAGE

If an individual day is not accurate, do not check the box to Approve, Deny or Push Back the row. Instead, work with the employee to correct the timesheet.
Do Approve the rows that are accurate as to not delay pay.

Employee Eleven

Functional Systems Analyst Sr

Approve   **Deny**

4

2 line(s) are pending your approval

Payable Time Details

| Pending | All |

3

2 rows

☐

Select	Report Date	Time Reporting Code	Quantity	
☐	07/07/21	REG - Regular Earns	8 Hours	>
☐	07/08/21	REG - Regular Earns	6 Hours	>

Approver Comments

ABSENCE ACTION

The left menu will list the types of pending approvals and quantity.
The right side of the page will list all the pending items.
You may click on the left menu type to reduce the items on the right by the type selected. This selection also opens non-detailed approval boxes. (See next slide for detail approval page i.e., displays balances, comments etc..)
You may also use the filter icon on the top left for additional selection. Selecting Absence Request for this example.

1 opens a new page

2 the new page

View By [Type]

🌐 All	22	
💼 Absence Request	1	
📇 Delegation of Authority	1	
⏰ Payable Time	20	

Approve   Deny   Pushback

Absence Request   1 row

☐

☐ **Absence Request**   Comp Time Leave, 5 Hours   Routed
   Employee Four   08/16/2021   08/16/2021   ›

Approver Comments

ABSENCE REQUEST DETAILS

You may Approve, Deny or Pushback the absence request.
Deny and Push Back allows the employee to edit the absence and resubmit or cancel.

Employee Four
Functional Systems Analyst Sr

[Approve] [Deny] [Pushback]

Absence Details

Absence Name	Comp Time Leave	Reason	Self
Start Date	08/16/2021	End Date	08/16/2021
Partial Days	Start Day Half Day	Duration	5 Hours
Current Balance	35.72 Hours ⓘ Disclaimer		

▼ **Requester Comments**

There are no requester comments

Request History	>

Approver Comments

[   ]

Approval Chain	>

SIGN OFF SECURELY- Select the 3 dots on right side of banner and select Sign Out.

Please see additional training materials located at http://humanresources.ku.edu/hrpay-upgrade-training.

Human Resource Management
HR/Pay Team contact hrpay@ku.edu 785/864-0600