



Quick Reference Guide (QRG) to be used for training purposes

For All Timesheet Approvers

This guide will demonstrate how to access T&L (Time and Labor) and view your approval history

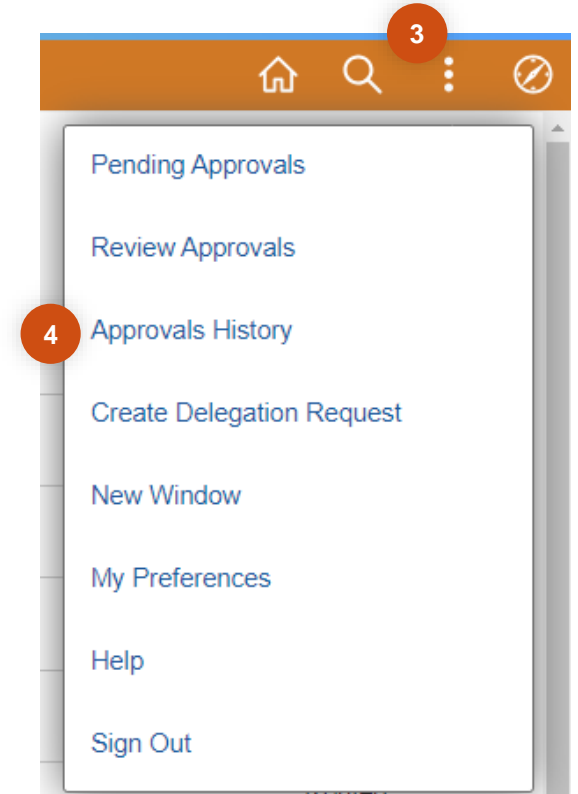
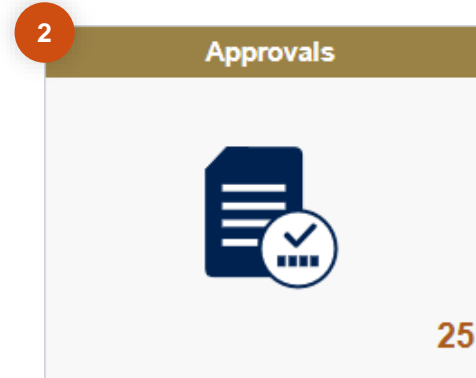
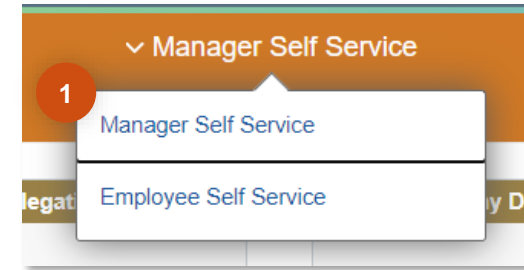
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Navigating to Approvals History



1. Navigate to your **Manager Self Service Homepage**.
2. Click on the **Approvals** Tile.
3. On the top right of the screen, click the action button (Three dots).
4. From the drop-down click on **Approval History**



Approvals History Page



The screenshot shows the 'Approvals History Page' interface. At the top left, there is a 'View By' dropdown menu set to 'Type'. Below it, a list of approval types is shown: 'All' (149), 'Absence Request' (25), 'Person Profile' (4), and 'Reported Time' (120). A note states 'History displays approvals for last 30 days.' To the right, it says 'Loaded transactions 150 of 217.' with a 'Load More' button. Below this is a filter icon and a 'Reported Time' label. The main table displays a list of approval entries. Each entry includes 'Reported Time', 'Quantity for Approval 0.00 Hours', a date range, a checkmark indicating approval status, and a note '*** Exceptions exist for this employee'. On the right side of the table, there is a '149 rows' indicator and a column for 'Updated' dates (23/06/2023) with expandable arrows. Three callouts are present: '2' points to the 'View By' dropdown, '1' points to the 'All' filter, and '3' points to a row in the table.

From this page you are able to:

1. View full approvals history for the last 30 days.
2. Filter by Approval Type.
3. View high-level details of the approval, e.g. date of approval.

- You may also want to find out more information about the approval.
- To do this simply click on the approval you wish to view and you will be taken to the next screen.

Detailed Breakdown of the Approval



Academic Sessional

1 Approved on 23/06/2023

Summary

2

Time Period 05/06/2023 - 16/06/2023

Quantity for Approval 0.00 Hours

Quantity Scheduled 0.00 Hours

Quantity Submitted/ Approved 33.00 Hours

Quantity Reported 33.00 Hours

Quantity Denied 0.00 Hours

[View Legend](#)

▼ Reported Time Details

3

Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date	10 rows
05/06/2023	CNE - Clinical Nurse Ed- Little Prep	3.00 Hours	3.00 Hours / 0.00 Hours	>
06/06/2023	CNE - Clinical Nurse Ed- Little Prep	3.00 Hours	3.00 Hours / 0.00 Hours	>



From this page you are able to:

1. View the date of approval.
2. View a summary of the approval.
3. View all reported time under that approval.

- You may also want to find out even more information about a specific time entry.
- To do this simply click on the entry you wish to view and you will be taken to the next screen.

Approval Line Detail



Academic Sessional

Reported Time Line Details

Report Date 05/06/2023

Reported for date 3.00 Hours

Scheduled for date 0.00 Hours

Time Reporting code CNE - Clinical Nurse Ed- Little Prep

Quantity 3.00 Hours

3

[Adjust Reported Time](#)
[Comments](#)
[View Exception](#)

Time details

Quantity	Exceptions	Time Zone	Business Unit	Department	Project/Grant	Class Number
3 Hours	None	AWST	UNDA - The University of Notre Dame	A31N - Dspln of Nursing & Midwifery	PAY100 - ResExpsPVCR	4233-1416 - Professional Practice 6

From this page you are able to:

1. Review reported time line details.
2. View a breakdown of the time entry details.
3. Adjust reported time, add comments and view exceptions.