Reviewing and Approving Law Clerk Timesheets in CONNECT Quick Reference Card

Overview



Time and leave for law clerks must be approved no later than Tuesday at 6:00 pm unless otherwise instructed by Payroll Services. This QRC provides step-by-step instructions for reviewing and approving time and leave.

Step 1: Use the Report Time Page

 Navigate to Main Menu > HCM Systems > Manager Self Service > Time Management > Report Time > Timesheet.

To easily access this page in the future, click the **Favorites** button once on the **Timesheet Summary** page. Then click **Add to My Links** to save the page as a Favorite.

Report Time			
Timesheet Summary 1			
Employee Selection			
Employee Selection Criteria		2	Get Employees
Selection Criterion	Selection Criterion Value		Clear Criteria
Time Reporter Group		Q	
Employee ID			Save Criteria
Empl Record		Q	
Last Name		Q	
First Name		Q	
Department		Q	
Supervisor ID		٩	
Reports To Position Number	006789 3	Q	
Location Code		Q	
Workgroup		Q	

2. A list of direct reports displays. If all employees

don't immediately display in the table below, click Get Employees.

- 3. To view additional employees, remove the number in the **Reports to Position Number** field and click **Get Employees** again.
- 4. Click the link in the **Last Name** column of the first employee on the list. This will display the timesheet detail and approval options.
- 5. If necessary, click the **Previous Week** or **Next Week** links to view past or future pay weeks.

Change View											
*View By	Week	•		🖉 S	how Schedule I	nformation					
Date	04/24/2020 🛅 🗘			Previ	ous Week	5 Next V	Veek				
Employees For	MANAGER73 CN, To	tals From 04/22/2	2020 - 04/2	8/2020					P	ersonalize Find	고 1-11 of 11
Time Summary	Demographics	Ð									
Last Name	First Name	Employee ID	Empl Record	Law Clerk Law Clerk	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
cn 4	EMPLOYEE240	000002047	0	Law Clerk	0.00	0.00	40.00			0.00	0.0
CN	EMPLOYEE275	000006767	0	Law Clerk	0.00	0.00	40.00			0.00	0.0
CN	EMPLOYEE284	000012709	0	Courtroom Clerk	0.00	0.00	40.00			0.00	0.0
CN	EMPLOYEE295	000020804	0	Courtroom Clerk	0.00	0.00	40.00			0.00	0.0

Step 2: View and Approve Each Employee's Timesheet

To approve reported time:

- On the timesheet, review the reported time to determine if it is ready for approval. Verify the following information:
 - a. Total hours
 - b. Time Reporting Code (TRC)
 - c. Paid Time Off
- To review any comments made by the law clerk, click the **Comments** bubble to the right of the reported

	Wed 11/4	Thu 11/5	Fri 11/6	Sat 11/7	Sun 11/8	Mon 11/9	Tue 11/10	Total	Time Reporting Code	
8	.00	9.00			8.00	9.00	8.00	42.00	00 REG - Regular Time	
			8.00					8.00	PTO - Paid Time Off	
Save fo	r Later	Sut	omit							
eported Ti	me Status	Absence	Summary E	ceptions						
eported T	ime Status						Personalize	Find	1-6 of 6	
Select	Date	Reported	Status	Total	TRC	Description			Comments	
	11/04/2020	Needs Ap	oproval	8.00	REG	Regular Time			9	
	11/05/2020	Needs Ap	oproval	9.00	REG	Regular Time			0	
	11/06/2020	Needs Ap	oproval	8.00	РТО	Paid Time Off				
	11/08/2020	Needs Ap	oproval	8.00	REG	Regular Time			0	
	11/09/2020	Needs Ap	oproval	9.00	REG	Regular Time			9	
	11/10/2020	Needs Ap	proval	8.00	REG	Regular Time			0	
pproval				_						

the right of the reported time.

- 3. Once ready for approval, check each box on the applicable row(s) or choose **Select All**. Click **Approve**.
- 4. Ensure that the **Reported Status** column reads **Approved** for every row with time worked.
- 5. When the timesheet is complete, click **Next Employee** to navigate to the next timesheet. Continue reviewing and approving each employee's timesheet until they are all approved.

Absence Name

Law Clerk PTO Take

Reason

Paid Time Off

NOTE: If corrections are necessary, contact the law clerk to make the change and resubmit.

End Date

Absence Take Forecast Results

11/06/2020 11/06/2020

Absence Events (?)

Select *Start Date

Add Absence Event

Select All Des

Approval

To approve weekly absence requests from the timesheet:

- 1. To approve absences while still on the timesheet, click the **Absence Take tab**.
- Check the box to the left of the absence date and select Approve.
- 3. A confirmation window will appear. Click **Yes**.
- 4. A submission window will display. Click **OK** to return to the law clerk's timesheet.

To approve all absence requests from the menu:

- Navigate to HCM Systems > Manager Self Service > Time Management > Approve Time and Exceptions > Absence Requests.
- 2. Click the name of the law clerk to display the request.
- 3. Review for date(s), **Absence Name**, **Reason**, and **Comments**. Select **Approve**.
- 4. A confirmation page displays. Click **Yes**, then **OK** to return to the **Absence Approvals** page.

Absence Detail 👔			
Start Date	11/13/2020		
End Date	11/13/2020		Attach Documentation
Original Start Date	11/11/2020		
Absence Name	Law Clerk PTO	Take	
Reason	Paid Time Off		
Partial Days	None		
Duration	8.00	Hours	
Status	Submitted		
		Forecast Balance	
Comments			
Requestor Comments			
Approver Comments			
Go To View Absence Request	History View	v Absence Balances	View Monthly Calenda
Approve	Deny	Push Back	Return to Absence Requests

Unit Type

8.00 Hours Details

Details

Status

Needs Approva

Duration

Need help? Contact the Service Desk@

https://mdcourts.service-now.com

<u>mdcourts@service-now.com</u>

