# 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			
<b>Employee Selection</b>			
Employee Selection Criteria		2	Get Employees
Selection Criterion	Selection Criterion Value		Clear Criteria
Time Reporter Group		Q	
Employee ID			Save Criteria
Empl Record			
Empiricoura		~	
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 V	Veek	Ŧ		<b>v</b>	Show Schedule I	nformation					
Date 04	1/24/2020 🛐 🛟			Pre	evious Week	5 Next \	Neek				
Employees For M Time Summary	ANAGER73 CN, Total	s From 04/22/2	020 - 04/2	8/2020					P	ersonalize   Fin	d   [쾨 1-11 of 11
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	0.00
CN	EMPLOYEE275	000006767	0	Law Clerk	0.00	0.00	40.00			0.00	0.00
CN	EMPLOYEE284	000012709	0	Courtroom Clerk	0.00	0.00	40.00			0.00	0.00
CN	EMPLOYEE295	000020804	0	Courtroom Clerk	0.00	0.00	40.00			0.00	0.00

## 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

	Ved 11/4	Thu 11/5	Fri 11/6	Sat 11/7	Sun 11/8	M 1'	on Ti I/9 11/1	0 Tota	Time Repo	rting Code
8	.00	9.00			8.00	9.0	8.0	42.00	00 REG -	Regular Time
			8.00					8.00	PTO - Pai	d Time Off
Save for	r Later	Submit								
eported Ti	me Status	bsence S	ummary <u>E</u>	xceptions						
eported Ti	ime Status						Persona	lize   Find   (	기 🔣	1-6 of 6
Select	Date	Reported Status		Total	TRC	Des	Description		Comments	
	11/04/2020	Needs Approval		8.0	0 REG	Reg	Regular Time		0	
	11/05/2020	Needs Approval		9.0	0 REG	Reg	Regular Time		9	
	11/06/2020	Needs Approval		8.0	D PTO	Pai	Paid Time Off			
	11/08/2020	Needs Approval		8.0	0 REG	Reg	Regular Time		0	
	11/09/2020	Needs Approval		9.0	0 REG	Reg	Regular Time		9	
	11/10/2020	Needs Appro	val	8.0	0 REG	Reg	ular Time		Q	
	11/10/2020	reeus Appro	vai	8.0	NEO	Reg	ulai (IIIIe		~	
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	Denv	Push Back	

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>

