

Manager- Approving Timekeeper Submissions

Any leave requests submitted by Timekeepers will route for approval to Managers, these types of requests will be classified as "Reported Time" and can be approved via e-mail or via the HRMS tile.

Option 1:

There is an Absence Request awaiting your approval

Employee Id: 6001111111- Adrian Rodriguez
Department: PeopleSoft
Job Title: Project Specialist
Absence Start Date: 2020-03-04
Absence Name: 250060 - AT VAC - Vacation Leave
Absence End Date: 2020-03-04
Status: Submitted
Comments: testing outlook emails

1

E-mail Method:

1. Approver will receive the **approval e-mail** notification.
2. At the bottom of the e-mail, click on the **hyperlink** to open the document.
3. Enter your UTEP credentials to log in to PeopleSoft, you will then see the document displayed.

Please use the following link to view the transaction:
https://zaih-uat.utshare.utsystem.edu/psp/ZAIHUAT/EMPLOYEE/HRMS/c/ROLLR.GBL?Action=U&TRANSACTION_NBR=980867&EMPLID=6001517351820-03-04&PIN_TAKE_NUM=250060&END_DT=2020-03-04

2



3

Option 2:

1. Log into PeopleSoft, from the Employee Self Service homepage, select the **HRMS Approvals** title.
2. Under Pending Approvals, select the **Reported Time** request from the list (each row contains: employee name, absence type, start and end date).

Employee Self Service

Employee Self Service

1

HRMS Approvals



Pending Approvals

All



2

Reported Time	Quantity for Approval 30.00 Hours	Routed	1 row
Jesse James	05/15/2023 - 05/19/2023	05/18/2023	>

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The page displayed will show full details about the **Reported Time**. If there are multiple lines pending review, select the lines and chose and action: select Approve to approve the request or select Deny to terminate the request.

3. Review information and use the check box to select the lines.

Reported Time

Jesse James
Undergraduate Assistant I

5 line(s) are pending your approval

Approve Deny Pushback

4

Summary

Time Period 05/15/2023 - 05/19/2023

Quantity for Approval 30.00 Hours Quantity Scheduled 40.00 Hours

Quantity Submitted/ Approved 0.00 Hours Quantity Reported 30.00 Hours

Quantity Denied 0.00 Hours

View Legend

Reported Time Details

Pending All 3

5 rows

Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date
<input type="checkbox"/>	05/15/2023		6.00 Hours	6.00 Hours / 8.00 Hours >
<input type="checkbox"/>	05/16/2023		6.00 Hours	6.00 Hours / 8.00 Hours >

Cancel Approve Submit

You are about to approve this request.

5

Approver Comments

4. Select: **Approve** to approve the request, select **Pushback** to send back the request, or select **Deny** to terminate the request. Please note, comments are required when denying transactions.

5. Click the **Submit** button to complete the process..

If you still need to approve/deny other lines the page will refresh and you will see the outstanding lines, follow steps 3-5 once again.