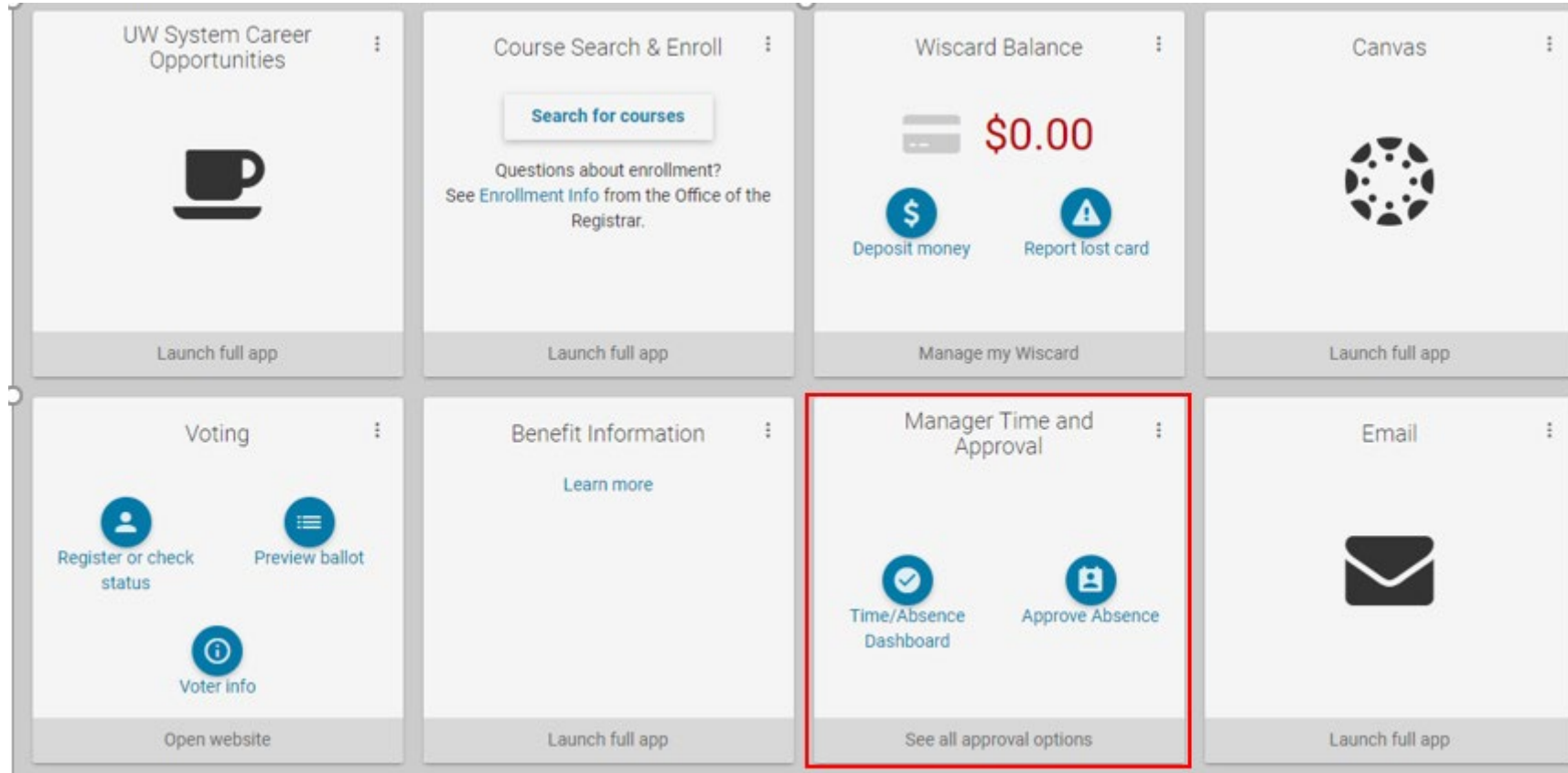


## Manager Self-Service Quick Guide Accessing the Dashboard

Navigate to your [MyUW](#) Portal  
Click on the Manager Time and Approval widget



Choose the **Time/Absence Dashboard** option. This screen will show all payable time approvals (non-exempt) as well as absence requests (exempt and non-exempt)

## Manager Self-Service Quick Guide Selection Criteria

When you reach the Time and Absence MSS Dashboard, make sure that all criteria boxes are cleared out. If there is something loaded within any of the selection criteria boxes, press the **CLEAR** button.

### Time and Absence MSS Dashboard

The screenshot shows the selection criteria form with the following fields and values:

- Time Reporter Group: [ ]
- Last Name: [ ]
- Job Code: [ ]
- North American Pay Group: [ ]
- Employee ID: [ ]
- First Name: [ ]
- Department: A3487
- Workgroup: [ ]
- Empl Record: [ ]
- Business Unit: [ ]
- Company: [ ]
- Start Date: 08/13/2023
- End Date: 08/26/2023

Buttons: Refresh, Clear (circled in red)

Once the selection criteria is cleared, click the magnifying glass next to **Time Report Group** field.

A new window will pop-up and allow you to choose a time reporter group code

You will choose the **Time Reporter Group Code** that is assigned as “UW\_Supervisor\_XXXXXXX”

You will return to the previous screen. Click the **Refresh** button at the top of the screen.

Look Up Time Reporter Group

Search by: Time Reporter Group begins with [ ]

Buttons: Look Up, Cancel, Advanced Lookup

Search Results

Time Reporter Group	Group Type Indicator	Description
A053936	Static	UW_PY_Admin_00758708
B334471	Static	UW_Supervisor_00758708
UWMSN	Dynamic	Group for BU-UWMSN

This will pull absence requests and payable time approvals for all staff assigned to you as the primary or back-up approver

## Manager Self-Service Quick Guide MSS Dashboard Overview

The MSS Dashboard shows both Absence Requests and Payable Time Approvals

Exempt staff will only show up within the Absence Request box

Non-exempt staff that are required to submit a bi-weekly timesheet (e.g., university staff, project assistants, student hourly, some post-degree training and TE employees) will show up in the Payable Time Approvals and/or Absence Request boxes

### Time and Absence MSS Dashboard

The screenshot displays the 'Time and Absence MSS Dashboard' interface. At the top, there are search filters for 'Time Reporter Group', 'Employee ID', 'Empl Record', 'Business Unit', 'Company', 'Last Name', 'First Name', 'Department', and 'Workgroup'. There are also 'Refresh' and 'Clear' buttons. Below the filters are 'Start Date' (08/27/2023) and 'End Date' (09/09/2023) fields.

The dashboard is divided into three main sections:

- Absence Request:** A table with columns: Name[First,Last], Employee ID, Empl Record, Job Title, Absence Name, Start and End Date, Absence Duration, and Alert. It shows two entries for 'Sick Leave (CLS)'.
- Time & Labor Exceptions:** A table with columns: Allow, Name, Empl ID, Empl Record, Job Title, Exception ID, Description, Date, Severity, and Employee Timesheet. The 'Overview' tab is selected, and the 'Allow' column is highlighted with a yellow box.
- Payable Time Approvals:** A table with columns: Name[First,Last], Employee ID, Empl Record, Job Title, Working Title, TRC Category, and Quantity Type. It shows five entries for various employees.


At the bottom of the 'Payable Time Approvals' section, there is a warning icon and the text: 'Select employee name to view pending offsets for approval'. Below this are 'Select All' and 'Deselect All' buttons.




**Note:** If anything shows up within your MSS dashboard under **Time & Labor Exceptions** please disregard

*If you have questions about payable time or absences, contact your employee. If changes need to be made, please have the employee contact their primary HR rep. Please **DO NOT** Push Back a request.*

Manager Self-Service Quick Guide  
Absence Request Approvals

To approve absence requests, check the box next to the employees name and click **Approve**

 **Absence Request**

Personalize | Find | **View All** |  | First  1-2 of 2  Last

	Name[First,Last]	Employee ID	Empl Record	Job Title	Absence Name	Start and End Date	Absence Duration	Alert
<input type="checkbox"/>		00995108	0		Sick Leave (CLS)	08/30/2023	8 Hours	
<input type="checkbox"/>		00995108	0		Sick Leave (CLS)	08/29/2023	4 Hours	

Select All   Deselect All

**Approve**   Push Back   View Details

**Note:** select **View All** to see all employees with pending absence requests.

## Manager Self-Service Quick Guide Payable Time Approvals

To approve payable time, check the box next to the employees name and click **Approve**

**Payable Time Approvals**

TRC Category: All Categories

Payable Time: Personalize | Find | **View All** | First 1-10 of 69 Last

	Name[First,Last]	Employee ID	Empl Record	Job Title	Working Title	TRC Category	Quantity	Type
<input checked="" type="checkbox"/>		00013865	0	Help Desk	Help Desk	Regular	66.50	Hours
<input type="checkbox"/>		00032390	0	Medical Program Assist.	Medical Program			
<input type="checkbox"/>		00254791	0	Public Health Educator	Public Health Educator			
<input type="checkbox"/>		00477815	0	WECP Admin Assistant II	WECP Admin Assistant II			
<input type="checkbox"/>		00485853	0	Counselor	Counselor			

### Payable Time Details Approvals

Payable Time Details: Personalize | Find | View All | First 1-9 of 9 Last

	Date	Name	Empl ID	Empl Record	Job Title	Working Title	TRC	TRC Category	Quantity	Type	Task
<input type="checkbox"/>	08/28/2023	RICHARD KEIR	00013865	0	IT Help Desk Specialist II	Help Desk Specialist - WERLA	REG00	Regular	8.00	Hours	
<input type="checkbox"/>	08/29/2023		00013865	0	IT Help Desk Specialist II	A	REG00	Regular	8.00	Hours	
<input type="checkbox"/>	08/30/2023		00013865	0	IT Help Desk Specialist II	A	REG00	Regular	8.00	Hours	
<input type="checkbox"/>	08/31/2023		00013865	0	IT Help Desk Specialist II	A	REG00	Regular	2.50	Hours	
<input type="checkbox"/>	09/01/2023		00013865	0	IT Help Desk Specialist II	A	REG00	Regular	8.00	Hours	
<input type="checkbox"/>	09/05/2023		00013865	0	IT Help Desk Specialist II	A	REG00	Regular	8.00	Hours	
<input type="checkbox"/>	09/06/2023		00013865	0	IT Help Desk Specialist II	A	REG00	Regular	8.00	Hours	
<input type="checkbox"/>	09/07/2023		00013865	0	IT Help Desk Specialist II	A	REG00	Regular	8.00	Hours	
<input type="checkbox"/>	09/08/2023		00013865	0	IT Help Desk Specialist II	A	REG00	Regular	8.00	Hours	

⚠ Select employee name to view pending offsets for approval

Select All Deselect All

**Approve** Deny

View Details

**Note:** select **View All** to see all employees with pending absence requests.

Click on the employees name to view the day-by-day breakdown

For a detailed view, scroll to the right and choose **Timesheet**

Payable Time Details: Personalize | Find | View All | First 1-9 of 9 Last

Title	TRC	TRC Category	Quantity	Type	Task	Employee Timesheet	Add Comments
Help Desk Specialist II	REG00	Regular	8.00	Hours		<b>Timesheet</b>	