Manager Self Service
Time Management

Contents

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Assign Work Schedule – Quick Guide

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- Log into MyFSCJ using your FSCJ logon ID and password
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- Click the Assignment Method list
- Click the Select Predefined Schedule list item
- Click the Look up Schedule ID button
- Choose the appropriate schedule from the dropdown list
- Click the Expand Section View History of Schedule Assignments, including default changes group box to see the changes
- Click the Save button

Approve Time and Exceptions

Payable Time – Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks Dropdown
- Under Approve Time and Exceptions, choose the Payable Time link
- Click the Look up Time Reporter Group button
- Click the appropriate time reporting group
- Click the Get Employees buttons
- Select an employee link then click the Select All link
- Click the Approve button
- Click Yes to Save the Confirmation
- Click the OK button

Exceptions – Quick Guide
Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks Dropdown
- Under Approve Time and Exceptions, choose the Exceptions link
- Click the Look up Time Reporter Group button
- Click the appropriate employee group link
- Click the Get Employees buttons
- The exceptions for the group are displayed in the Exceptions section
- The Overview tab displays the Exception ID code that was delivered with the system or that you defined using the Define Exceptions page
- The system does not create payable time for reported time that has an exception severity of High. However, the system does create payable time for reported time with an exception severity of Low or Medium
- Click the Select All button to select all the exceptions for the group to be allowed. This selects the Allow check boxes for all the exceptions displayed on the page. If you click this button again, the system clears the Allow check boxes. Once you have selected which exceptions you want to allow, click the Save button to allow the exceptions. The exceptions can now be processed through Time Administration to create payable time
- If all the exceptions appearing on the page are not allowable, then you cannot select the Allow check boxes

Absence Requests – Quick Guide
Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks Dropdown
- Under Approve Time and Exceptions, choose the Absence Requests link
- Click on and employee name
- Review the page with the leave information
- Click the Approve/Deny/or Push Back button
- Click the Yes button
- Click the OK button

Report Time

Timesheet – Quick Guide

Navigation

**Note –Timesheet function is used to report time for a direct report.

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks Dropdown
- Under Report time, choose the Timesheet link
  - Use the Timesheet Summary page to approve, deny, or enter time for your employees.
  - You can view all employees' time whether they need approval or not
- Click the Employee ID field
- Enter the desired information into the Employee ID field
- Click the Get Employee button
- Click the scrollbar
- Select the Last Name link and click the appropriate employees name
  - Use the Timesheet page to enter time, adjust reported time, view time, or approve reported time.
- Click the Time Reporting Code List
- Click the REG-REGULAR list item
- Click the Submit button
- Click the OK button
- Click the Return to Select Employee link

Absence Request – Quick Guide

Navigation

**Note – Absence Request function is used to report absence for a direct report.

- Log
- Click the My Manager Tasks Dropdown
- Under Report Time, choose the Absence Request link
- Select and Employee from the list
- Enter the Absence Detail, including dates absent, type of absence, and any additional comments into MyFSCJ using your FSCJ logon ID and password
- When all details are complete, click Submit or Save for Later.

View Time

Monthly Time Calendar – Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks Dropdown
- Under view time, choose the Monthly Time Calendar link
- Click the Employee ID field and enter the desired information
- Click the Get Employees button
- Use the View Criteria section to select the types of information you choose to view.
- By selecting the check box next to the option you want to add to the view, you can build a multi-layered view of the schedule
- Use the Month field to enter or select different time periods to view
- The Total column displays the total time recorded for the time reporter for the selected viewing period

Weekly Time Calendar – Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks Dropdown
- Under view time, choose the Weekly Time Calendar link
    - Use the Weekly Time Calendar page to view detailed information regarding time reporters' weekly time related data for a specific week. The page defaults to the current week.
- Click the Employee ID field and enter the desired information
- Click the Get Employees button
- Use the View Criteria section to select the types of information you choose to view.

Daily Time Calendar – Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks Dropdown
- Under view time, choose the Daily Time Calendar link
- Click the Employee ID field and enter the desired information
- Click the Get Employees button
- Use the View Criteria section to select the types of information you choose to view.
- The Total column displays the total time recorded for each time reporter for the selected viewing period. For punch time reporters, the sum represents the time between each in and out punch. If no out punch exists, the lesser of either current time or the selected period end time is used as the out time for the calculation
- Click the Links list
- Use the Links field to navigate to the listed time management pages.
  - Approve Absence Requests
  - Approve Payable Time
  - Manage Exceptions
  - Timesheet
  - View Payable Time (Detail)

Time and Labor Launch Pad – Quick Guide

Navigation

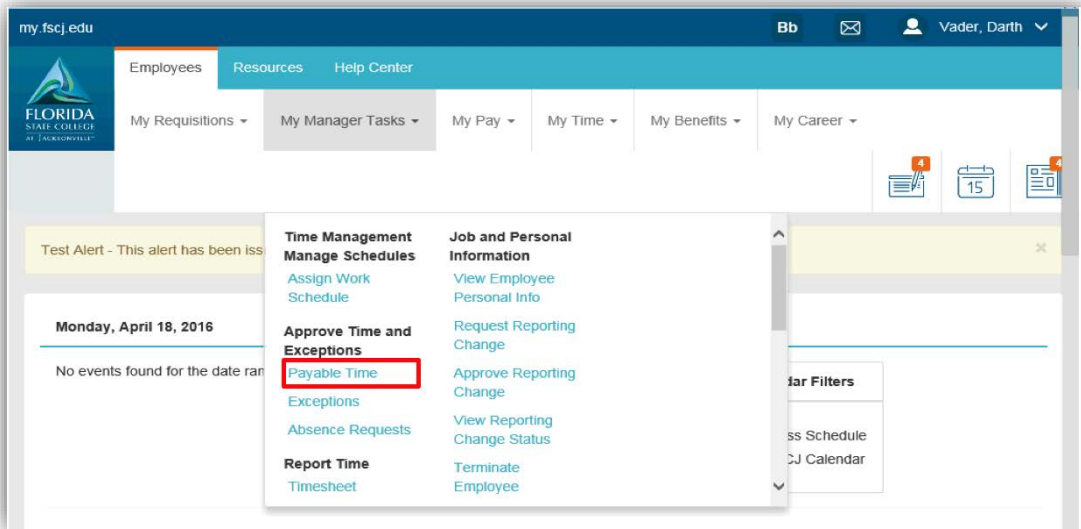- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks Dropdown
- Under view time, choose the Time and Labor Launch Pad link
- Click the Employee ID field and entered the desired information
- Click the Get Employees button
- Click the last name link and select the appropriate employee to work on
- You can change the calendar view to display the actual number of payable hours, forecasted payable hours, reported elapsed hours, reported punch hours, or scheduled hours that have been reported for each day.
- By clicking on the link for a calendar day, Time Details will display for each day
- Click the Forecast Payable Time button to start the Forecasted Payable Time process, which calculates forecasted payable time for the employee
- Click the Return to Calendar link

Payable Time Summary – Quick Guide
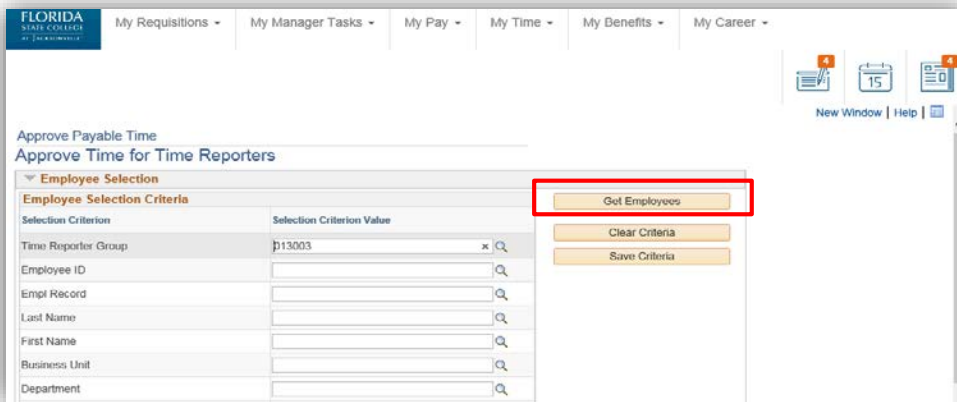
Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks Dropdown
- Under view time, choose the Payable Time Summary link
- Use the Select Employee page to specify filter values to return the list of employees for whom you want to view information.
- Click the Get Employees buttons
- Select the Last name link to see the summary of employee time
- Click the Return to Select Employee link

Payable Time Detail (NOT AVAILABLE)

Compensatory Time – Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks Dropdown
- Under view time, choose the Compensatory Time link
- Use the Select Employee section to specify filter values to return the list of employees for whom you want to view information
- Click the Employee ID field and entered the desired information or use the search button
- Click the Get Employees button
- Choose an employee from the list to view compensatory time available
- Click the Return to Select Employee link

Absence Request History – Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks Dropdown
- Under view time, choose the Absence Request History link
- Select the employee record to be reviewed and click on the Select button
- Click the appropriate absence link and click the scrollbar
- Click the Return to Absence Request History link
- Click the Return to Direct Reports link

Absence Balances – Quick Guide

Navigation

- Log into MyFSCJ using your FSCJ logon ID and password
- Click the My Manager Tasks Dropdown
- Under view time, choose the Absence Balances link
- Select the employee record to be reviewed and click on the Select button to view current balances
- Click the Forecast Balance link
- Click the Absence Name list
- Click the appropriate absence list item
- Click the Forecast Balance button
  - The Forecast Balance Details section displays the anticipated balance for a future date for this employee.
- Click the Return to Absence Request History link
- Click the Return to Direct Reports link

Manage Schedules

Assign Work Schedule – Detailed Guide

Log into MyFSCJ using your FSCJ logon ID and password
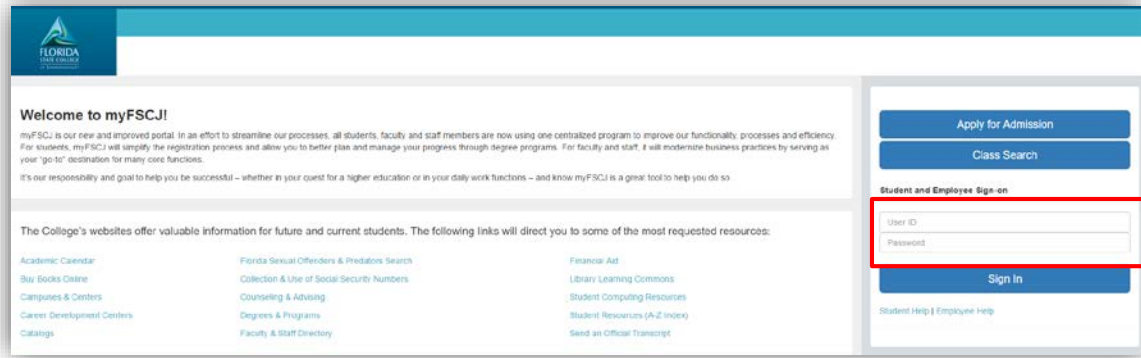
Click the My Manager Tasks button
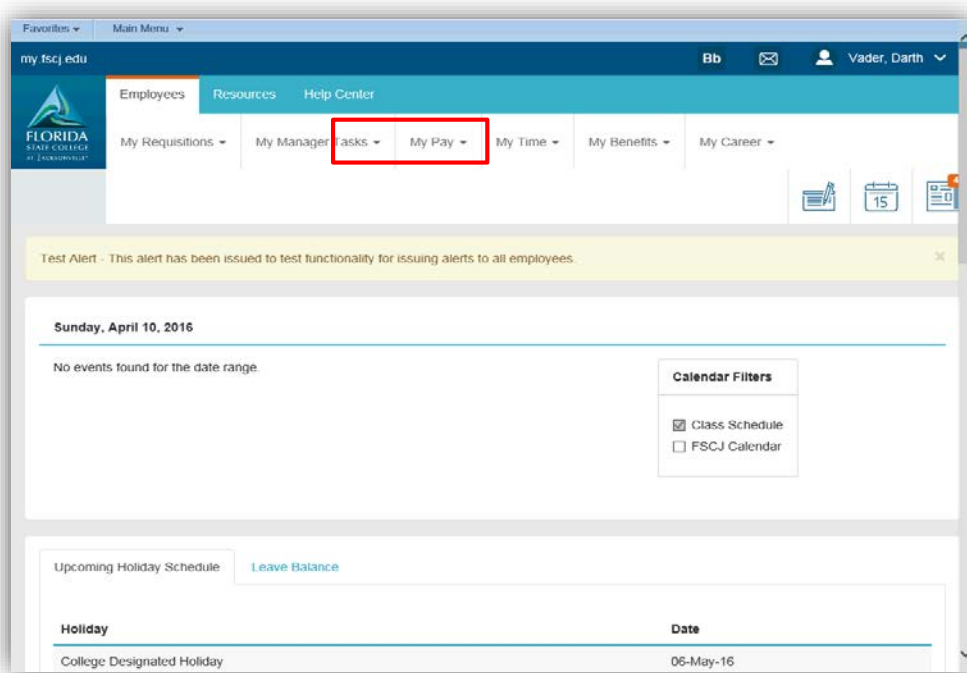
Under Manage Schedules, choose the Assign Work Schedule link - Use the Assign Work Schedule page to assign a payee's long-term schedule or alternate schedule
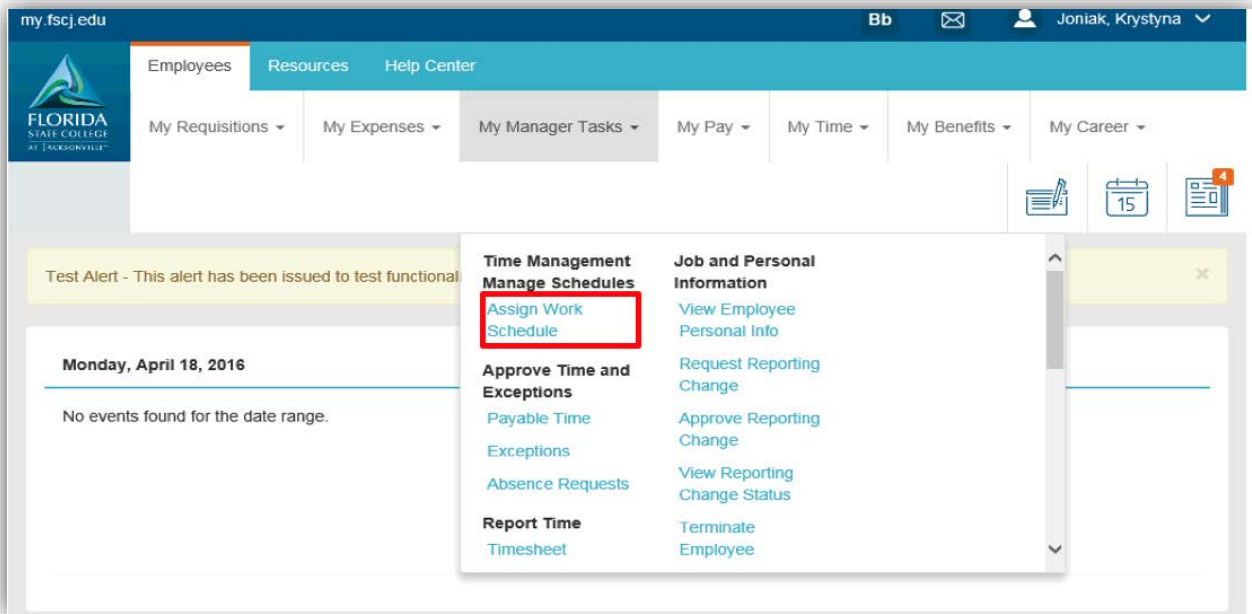
Enter the desired information into the EMPL ID field and click the Search button
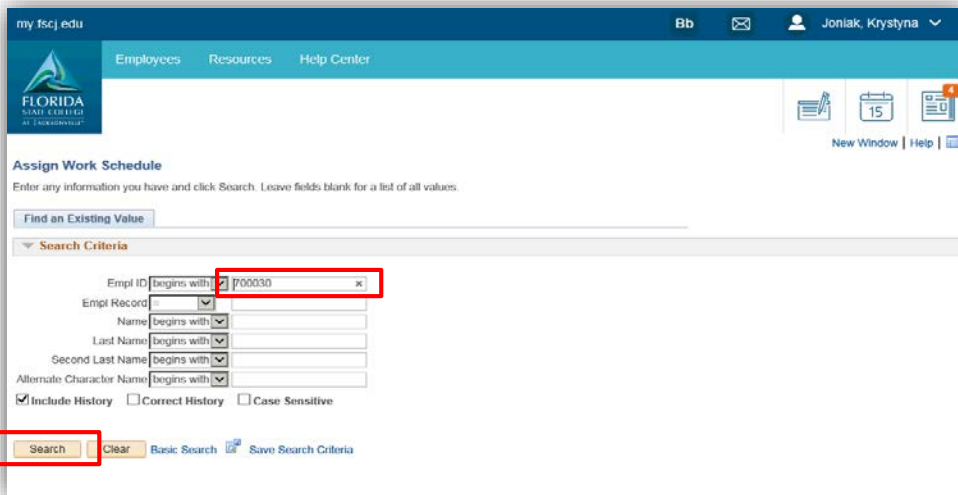
Click the Assignment Method list - When the assignment method selected is Use Default Schedule, the Schedule Group field displays the schedule group that the payee inherits from the pay group.
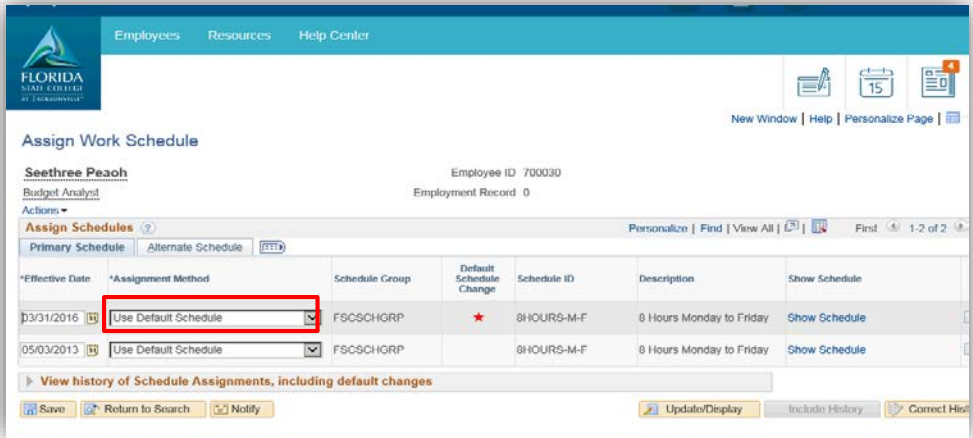
Click the Select Predefined Schedule list item
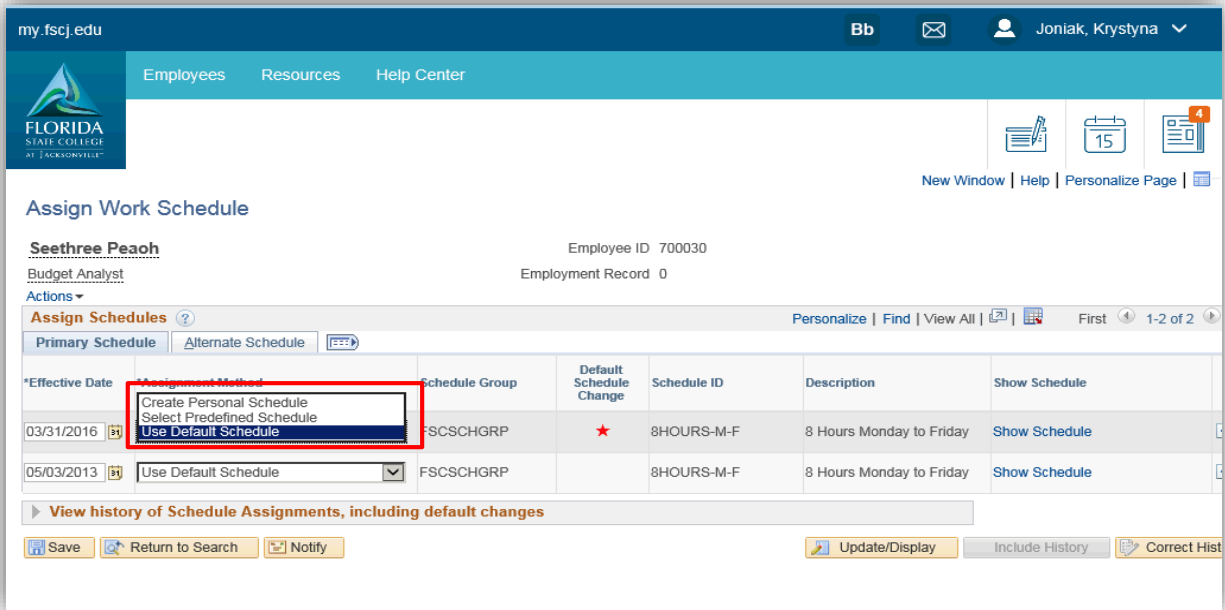
Click the Look up Schedule ID button
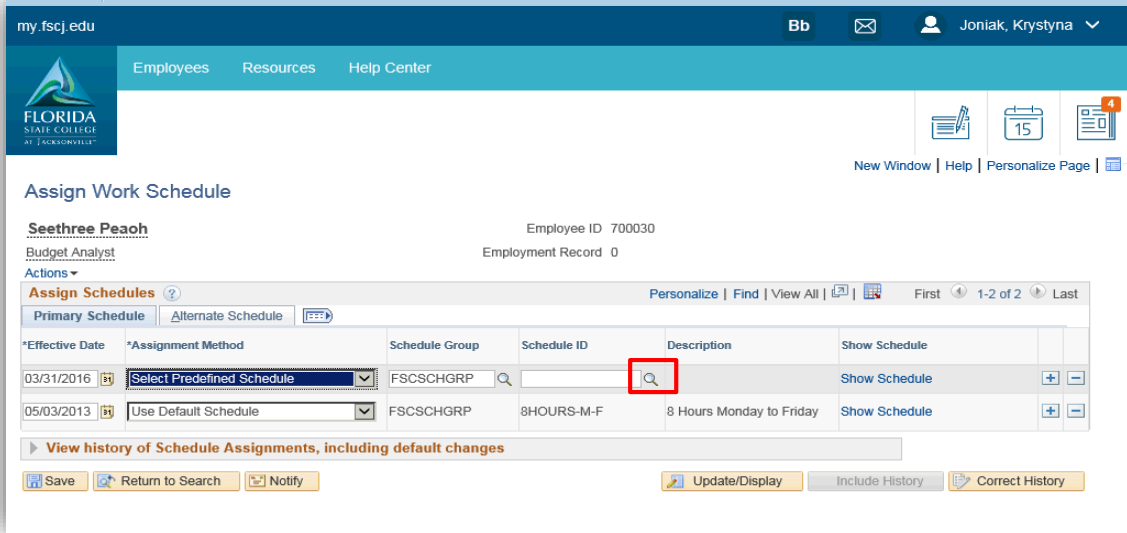
Choose an appropriate pre-defined schedule
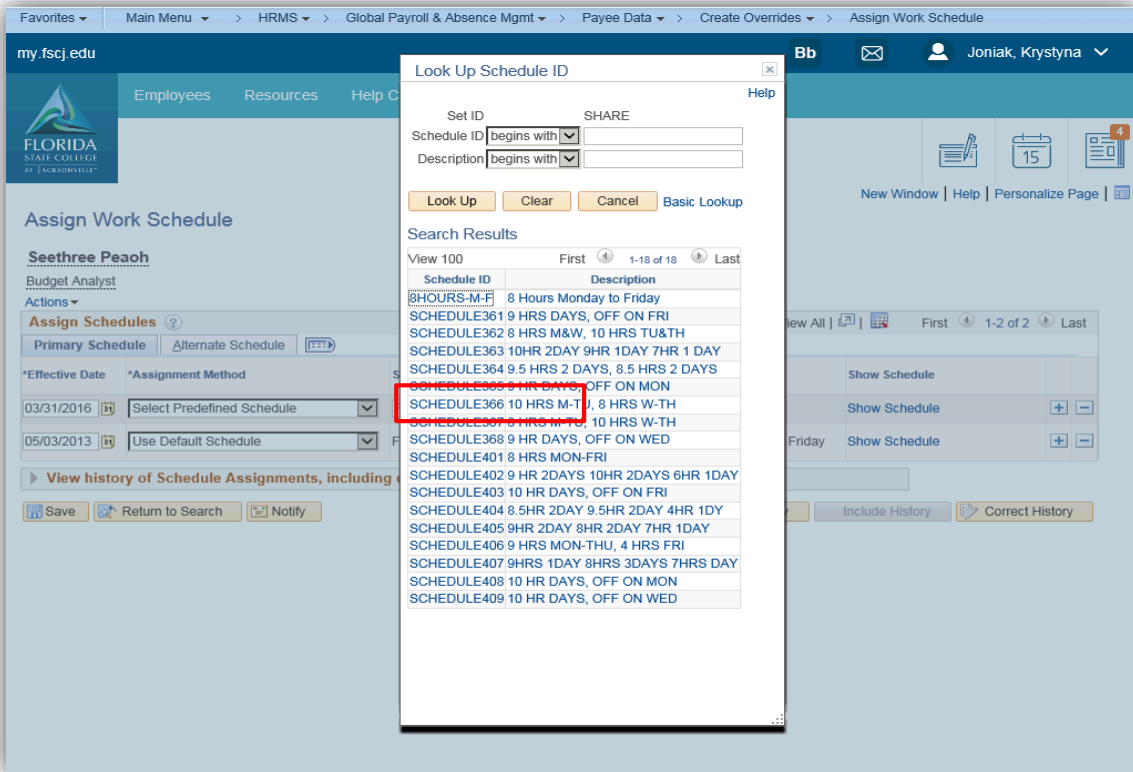
When you expand the View history of Schedule Assignments, including default changes group box, the system displays all of the schedule assignments, including any changes to the default schedule assigned to the payee's pay group.

Click the Save button to save the assigned work schedule

Approve Time and Exceptions

Payable Time – Detailed Guide

**Note – Report Time/Timesheet function is used to report time for a direct report.

Log into MyFSCJ using your FSCJ logon ID and password
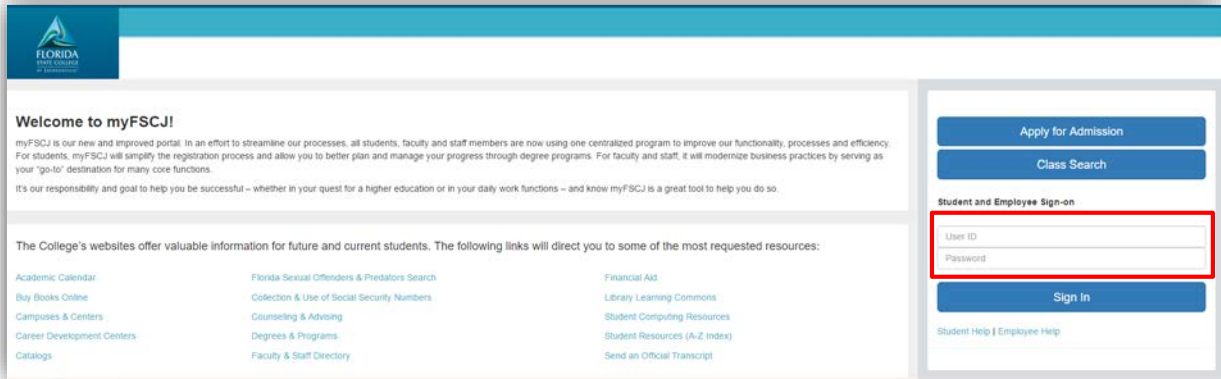
Click the My Manager Tasks dropdown
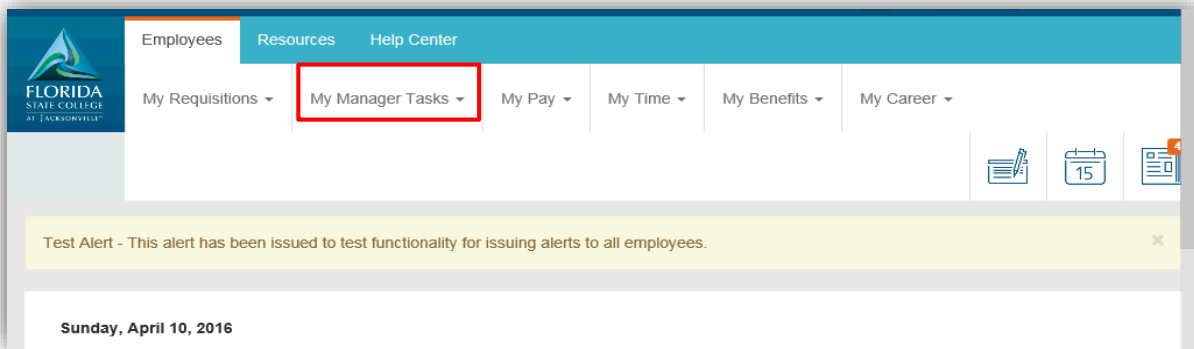
Under Approve Time and Exceptions, choose the Payable Time link

Use the Time Reporter Group search to bring up a list of employees.
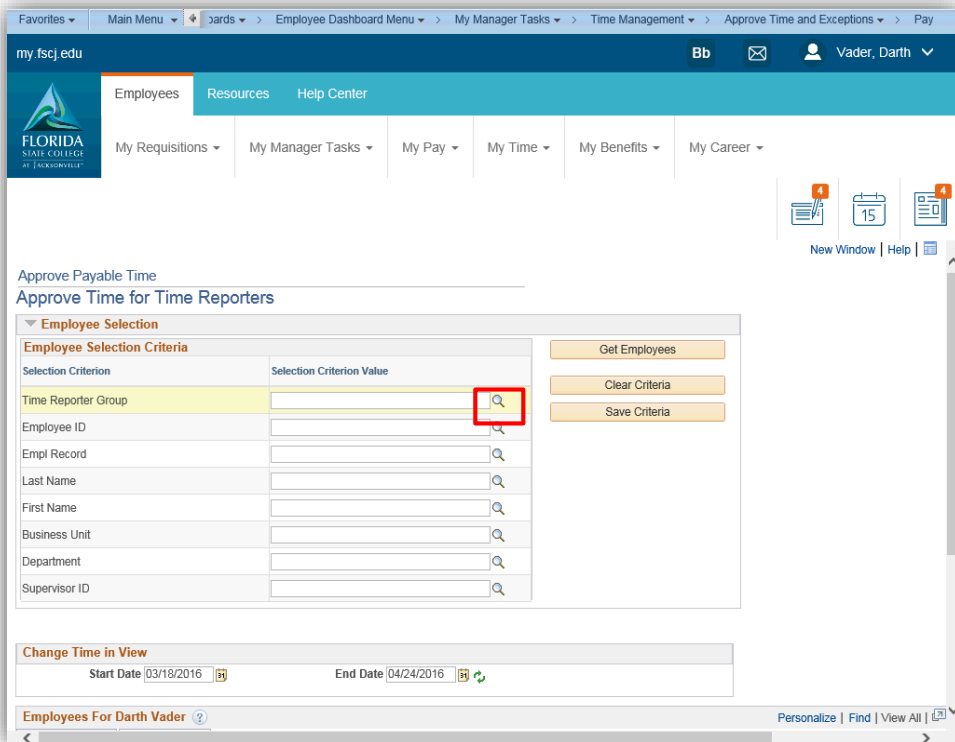
Choose a time reporter group
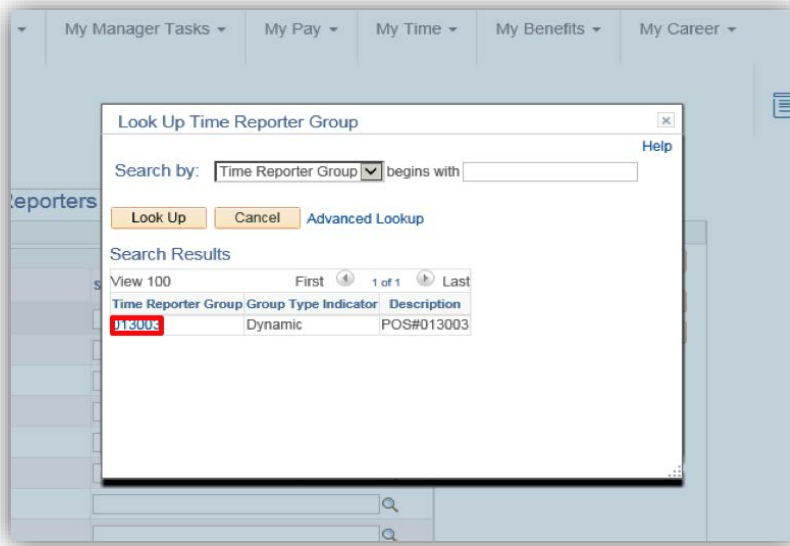
Click the Get Employees buttons

Choose an employee from the list
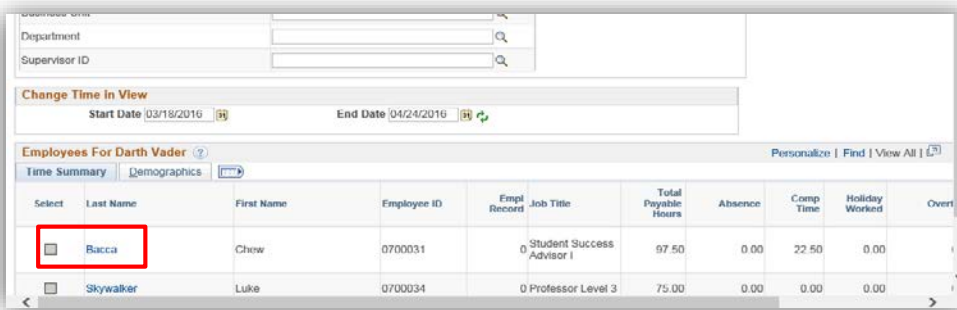
Click the Select All link then Click the Approve button
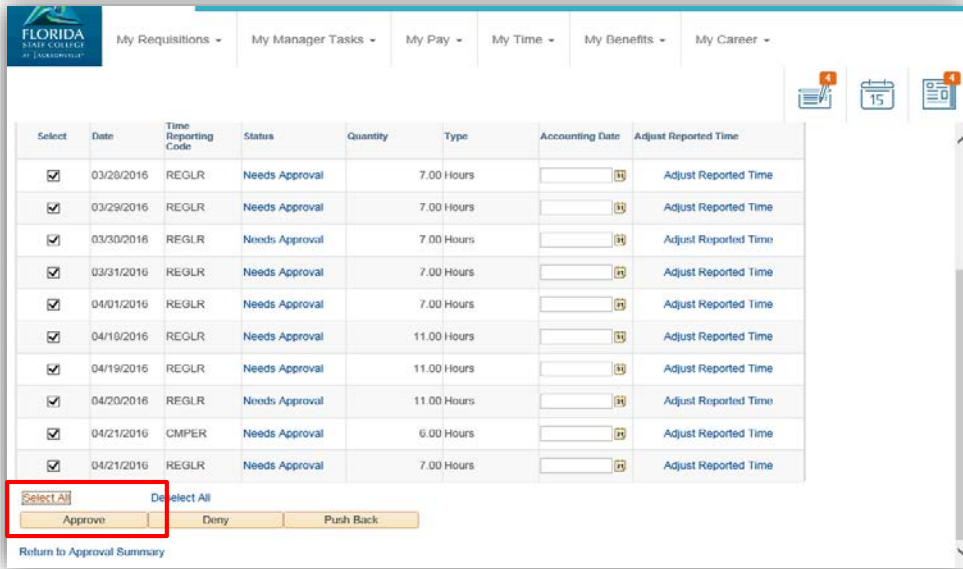
A confirmation message will appear. Click Yes to confirm
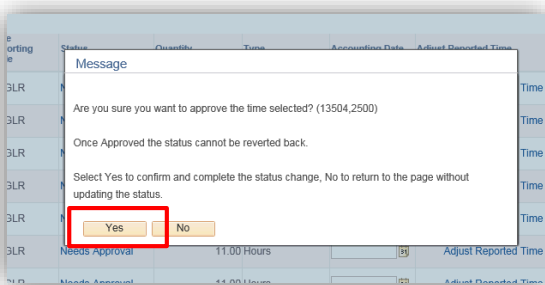
Click the OK Button
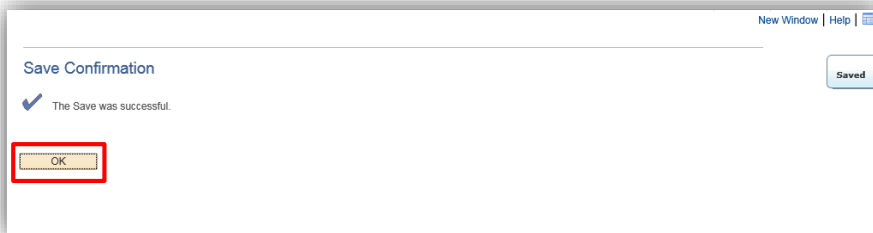
Exceptions Detailed Guide

Log into MyFSCJ using your FSCJ logon ID and password
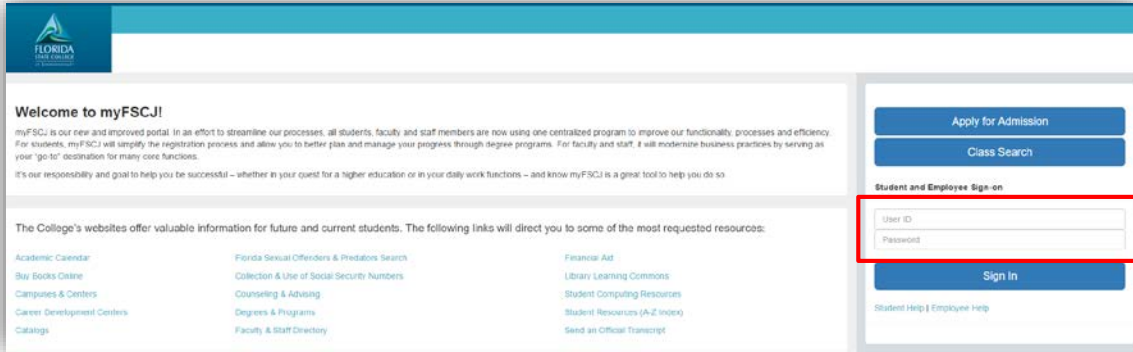
Click the My Manager Tasks dropdown
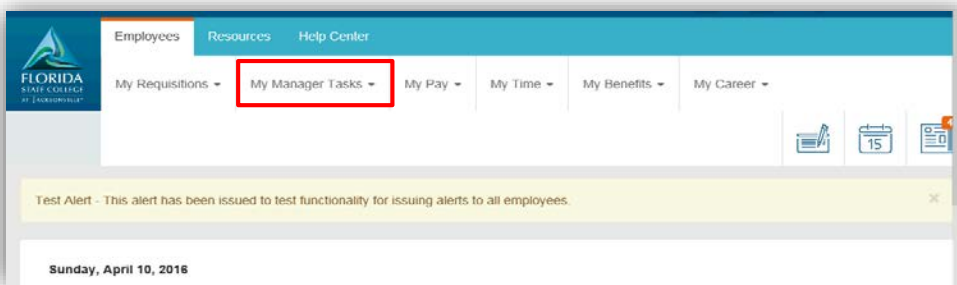
Under Approve Time and Exceptions, click the Exceptions link (Use the Exceptions page to review, allow, or clean up exceptions. Up to 100 exceptions display per page)
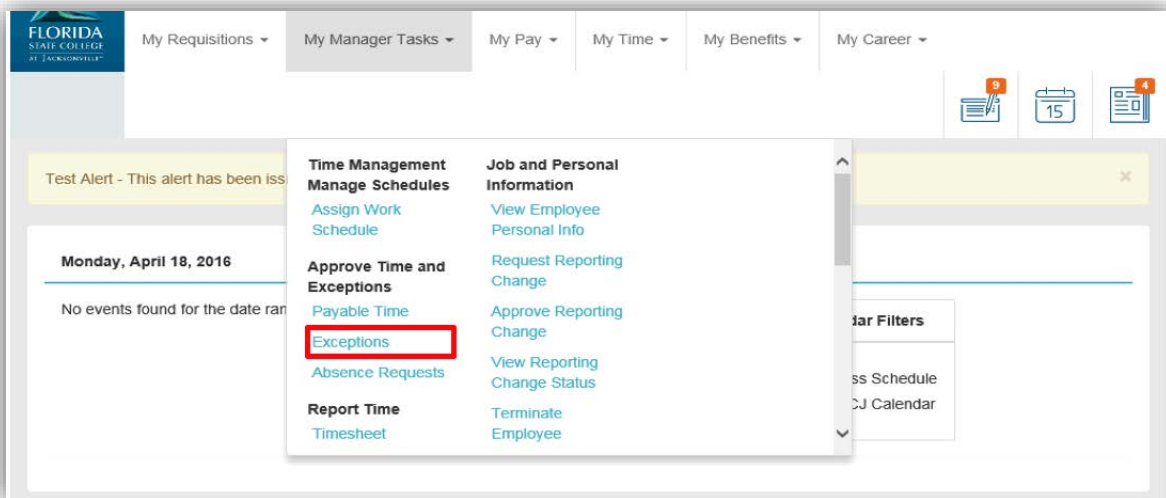
Use the Look up Time Reporter Group to find a list of employees

Select your time reporter group from the list

Click the Get Employees button
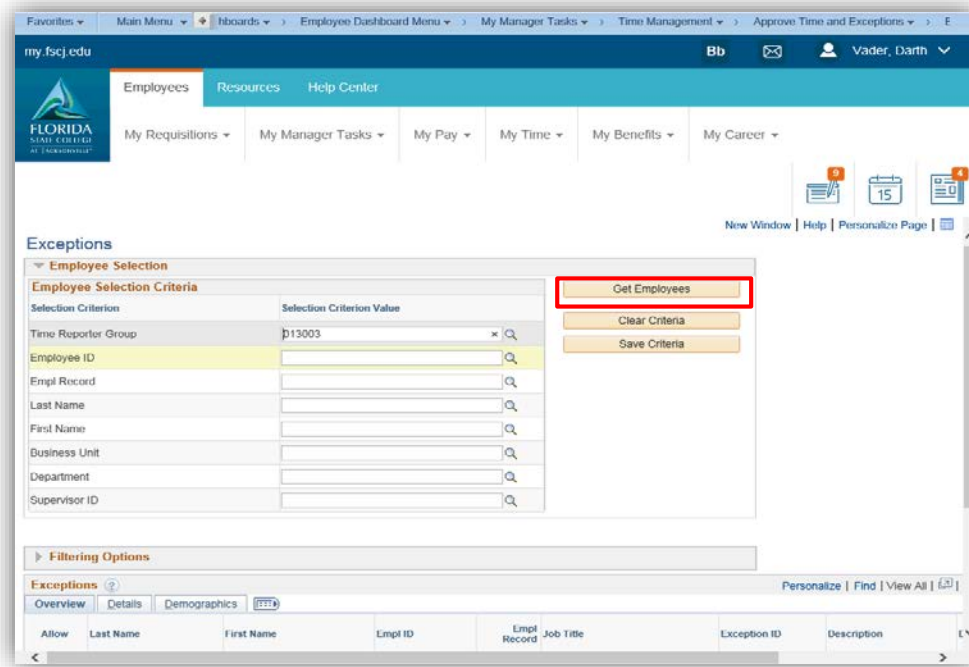
The exceptions for the group are displayed in the Exceptions section. The **Severity** column displays the severity of the exception: High, Medium, and Low.

The system does not create payable time for reported time that has an exception severity of High. However, the system does create payable time for reported time with an exception severity of Low or Medium.

The Overview tab displays the Exception ID code that was delivered with the system or that you defined using the Define Exceptions page

Once you have selected which exceptions you want to allow, click the **Save** button to allow the exceptions. The exceptions can now be processed through Time Administration to create payable time. Click the Select All button to approve all exceptions. If not all are allowed, select individual exceptions

Absence Requests – Detailed Guide

Log into MyFSCJ using your FSCJ logon ID and password
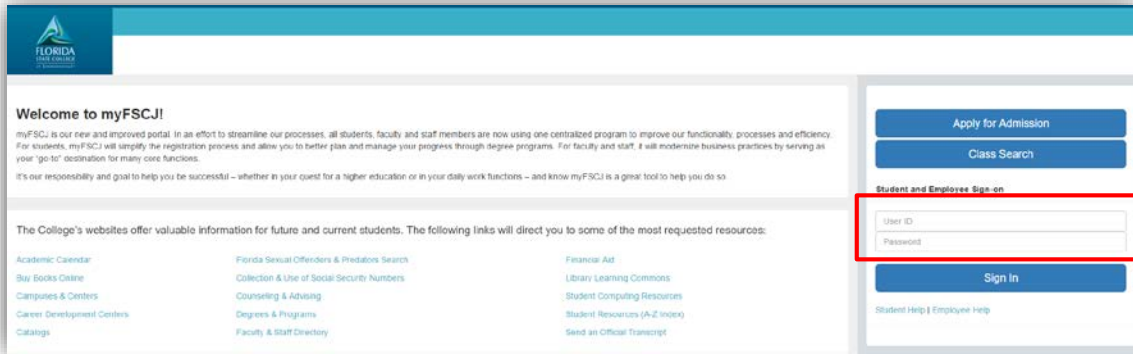
Click the My Manager Tasks button
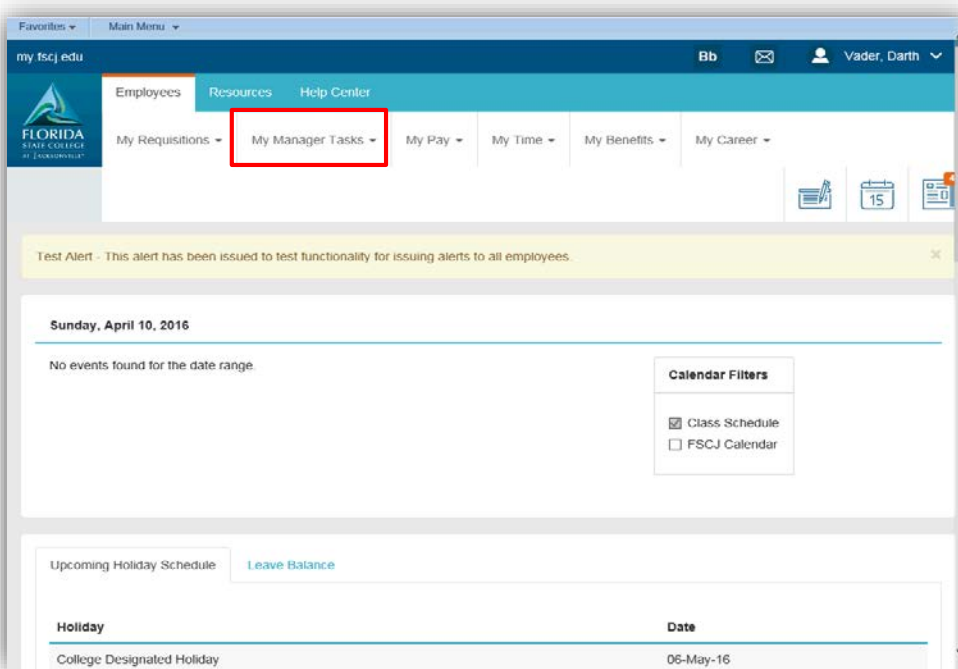
Under Approve Time and Exceptions, Choose the Absence Requests link
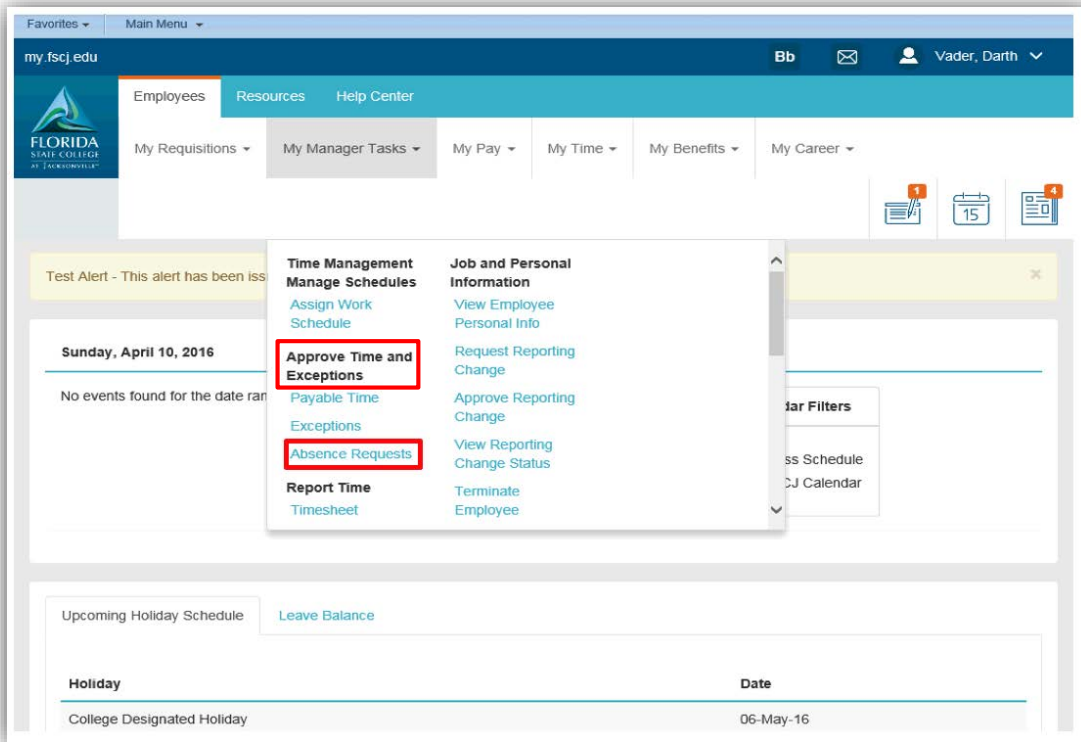
All assigned requestors are listed in the **Absence Requests** section. Select the requestor from the list.
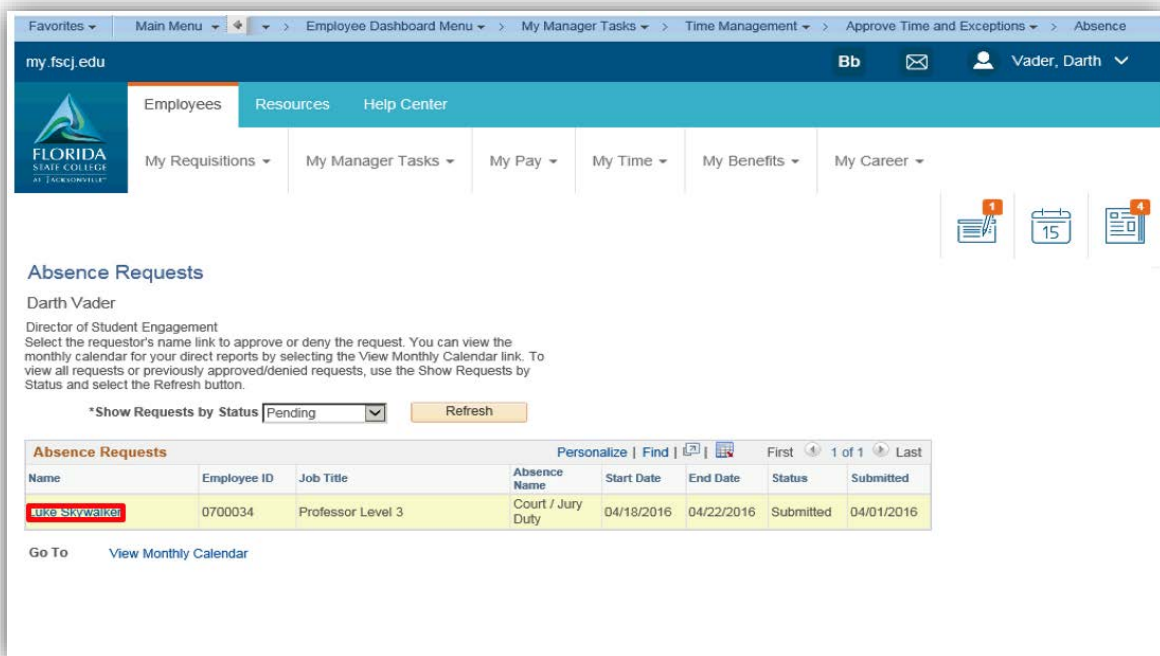
Use the Absence Request Details Page to approve deny, or push back for rework.
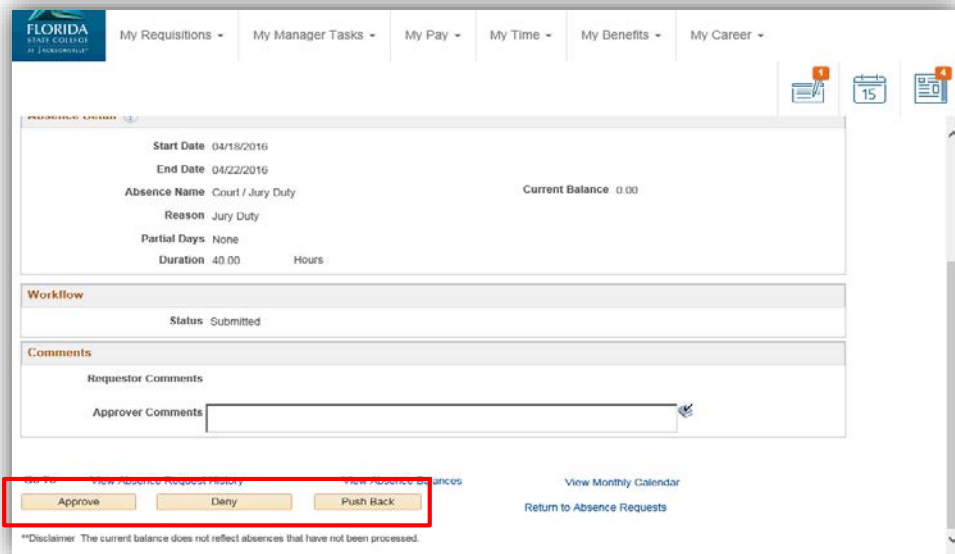
After approval, Click the Yes button to confirm
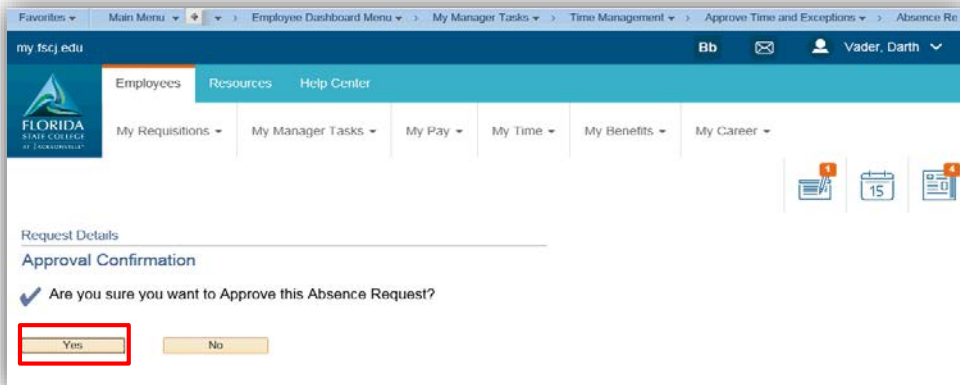
Click the OK button
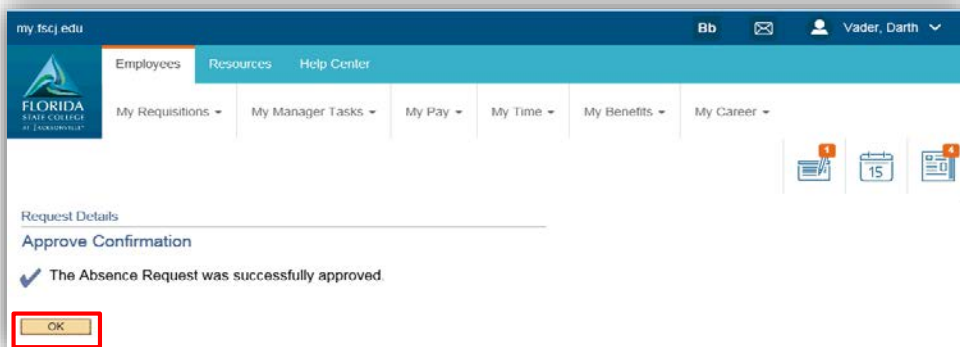
Report Time

Timesheet – Detailed Guide

**Note –Timesheet function is used to report time for a direct report

Log into MyFSCJ using your FSCJ logon ID and password
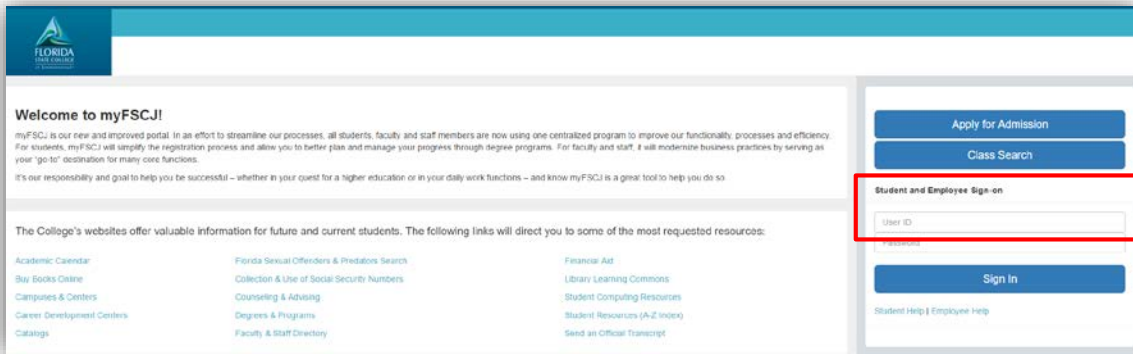
Click the My Manager Tasks button
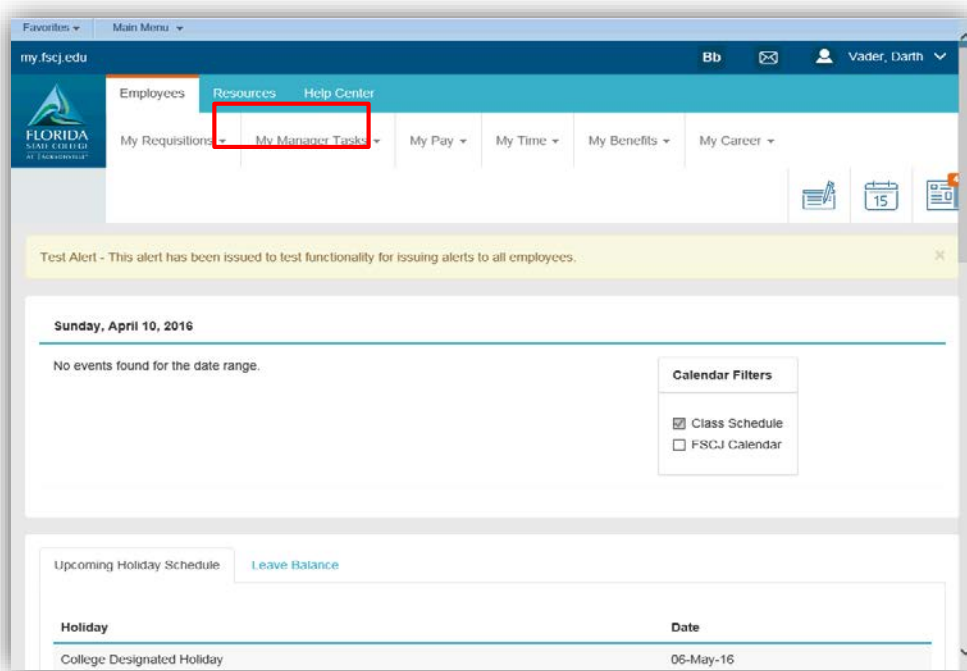
Under Report Time, choose the Timesheet link
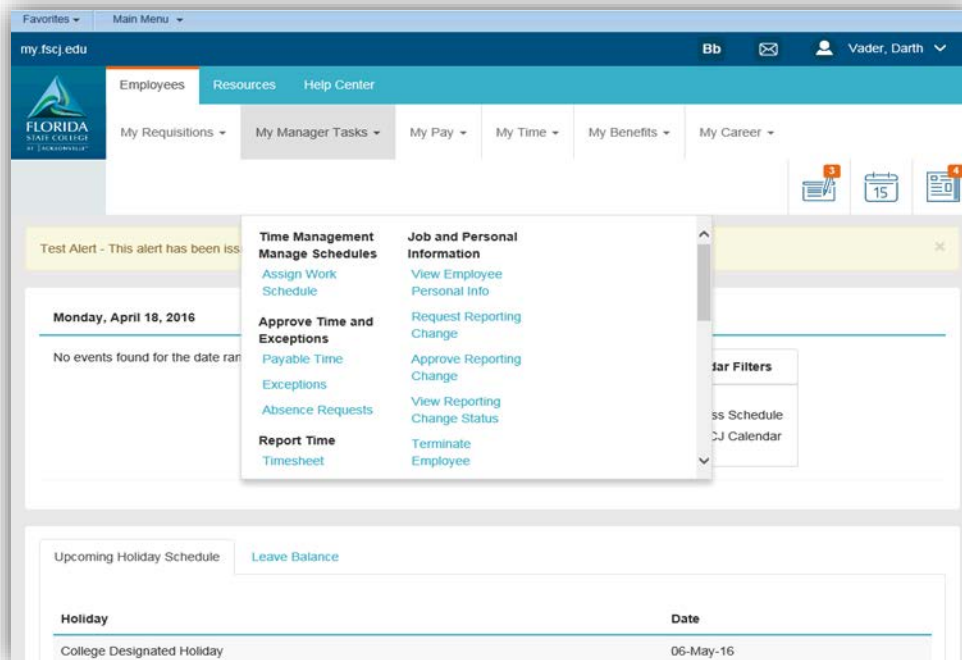
Use the Timesheet Summary page to approve, deny, or enter time for your employees. You can view all employees' time whether they need approval or not. Click on the Employee ID field and enter the desired information then click on the Get Employee button
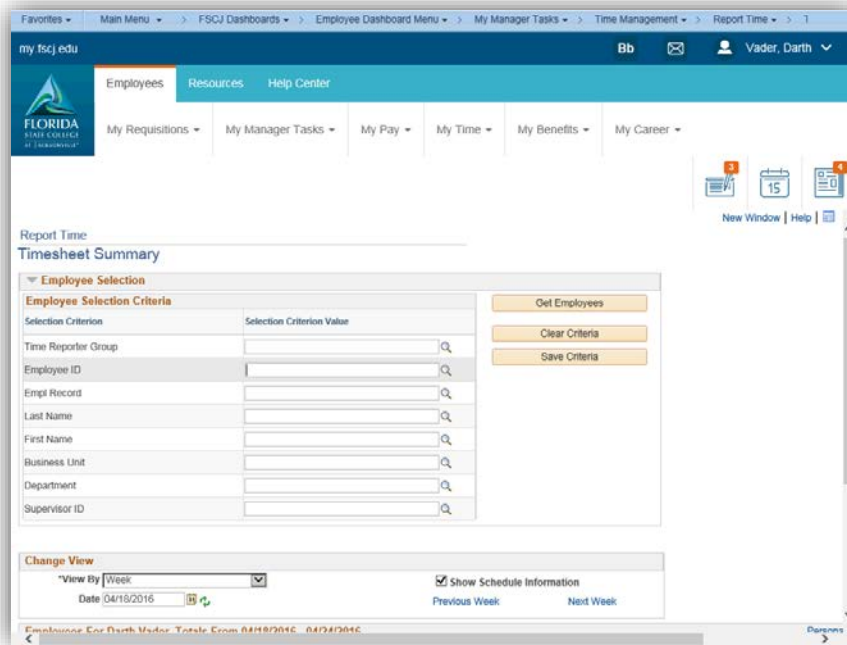
Select the Last Name link and click the appropriate employees name
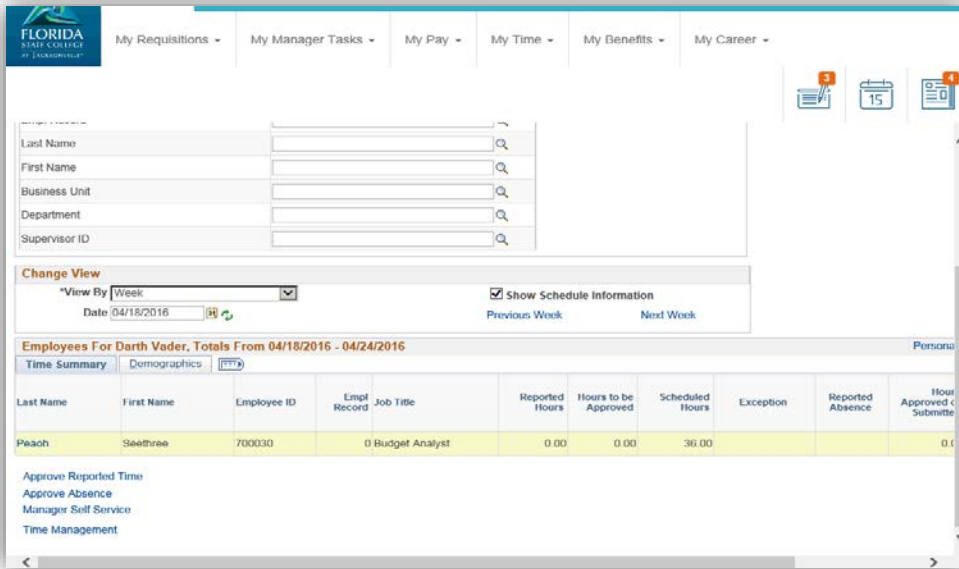
Use the Timesheet page to enter time, adjust reported time, view time, or approve reported time. Be sure to choose the correct time reporting code then click submit
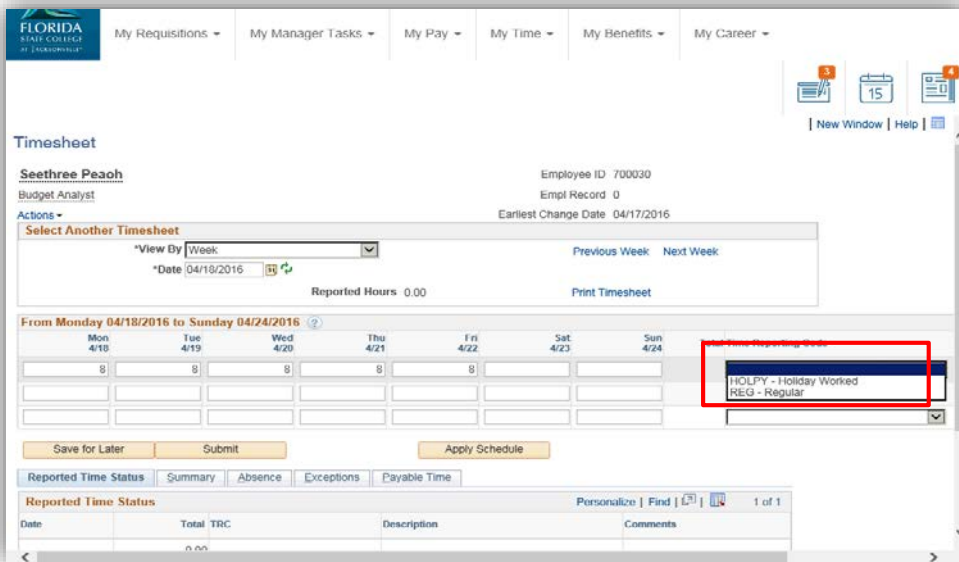
Click the OK button to confirm the submission
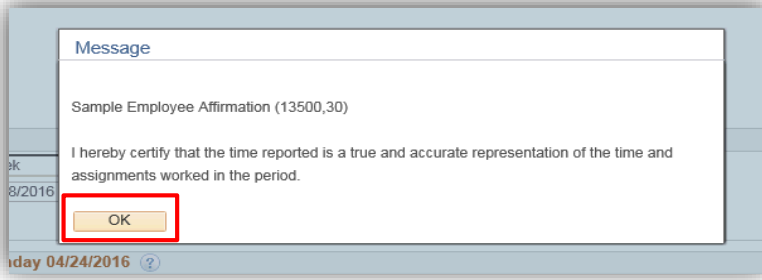
Click the Return to Select Employee link
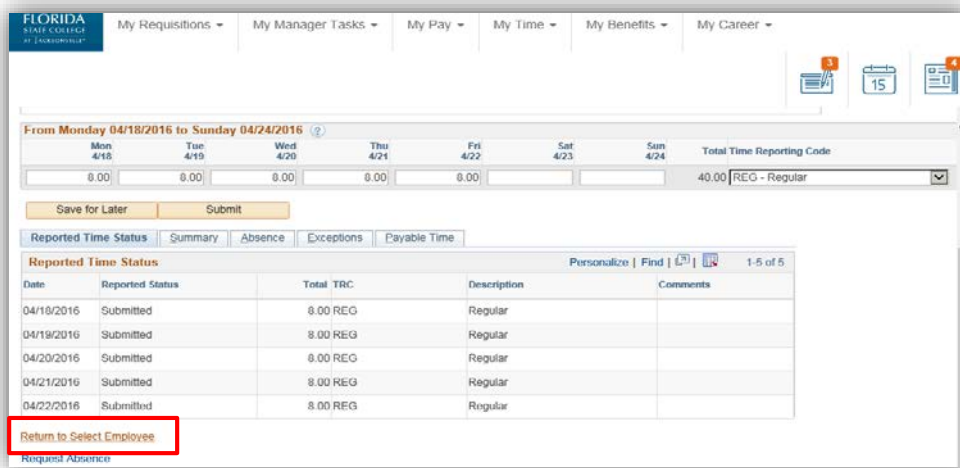
Absence Request – Detailed Guide

**Note – Absence Request function is used to report absence for a direct report.

Log into MyFSCJ using your FSCJ logon ID and password
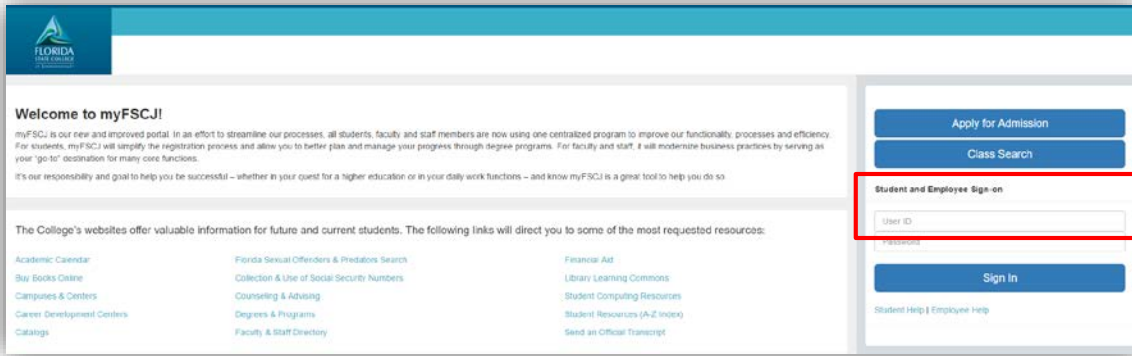
Click the My Manager Tasks button
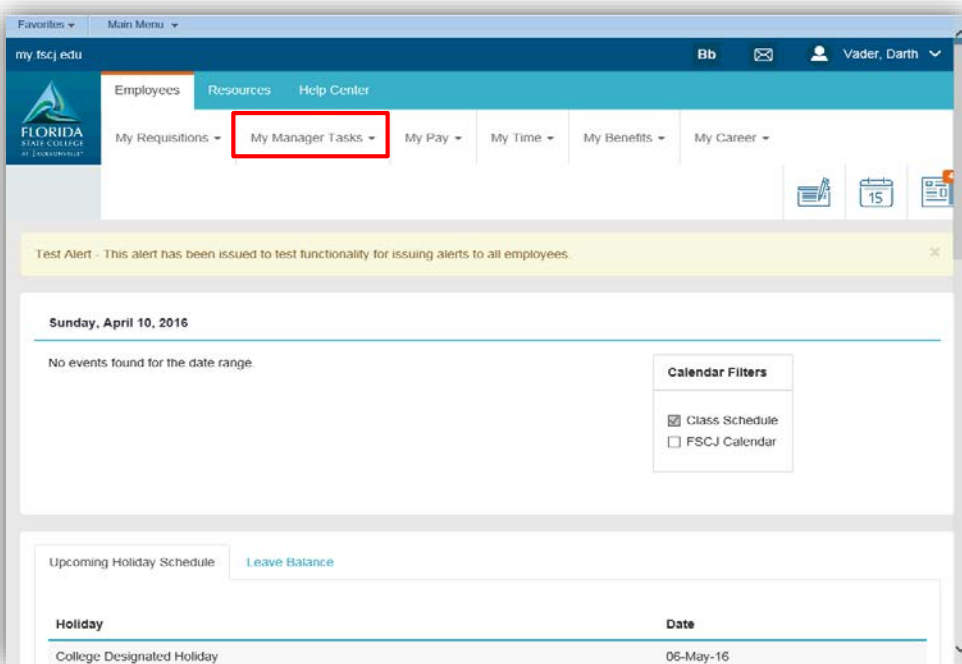
Under Report Time, choose the Absence Request link
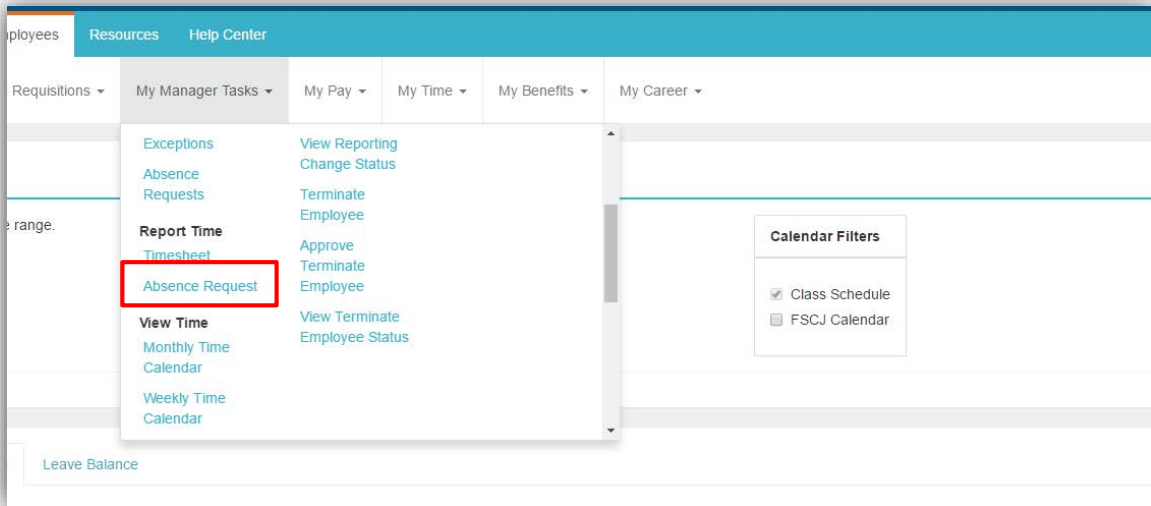
Select an employee from the list
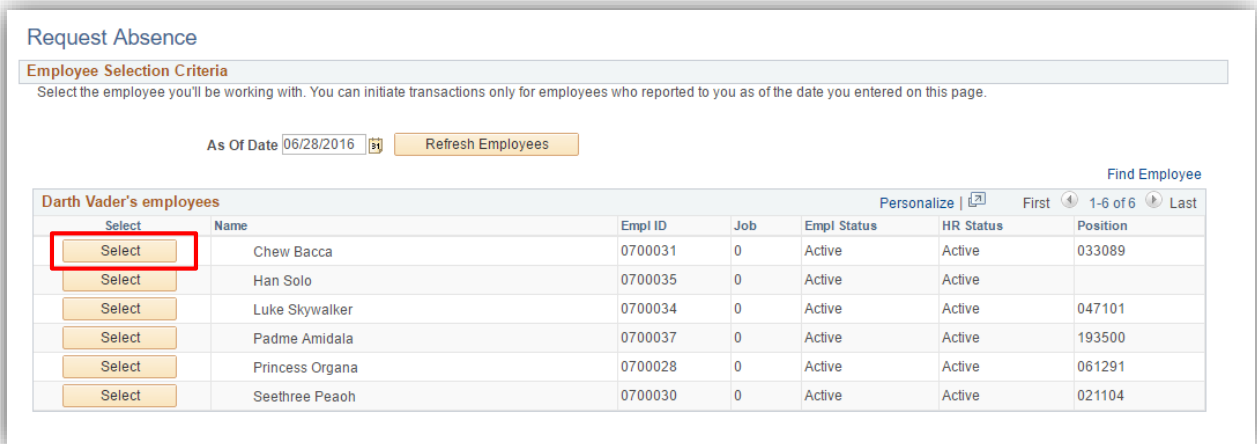
Enter Absence Request Information on behalf of your direct report and submit

Request Absence

Chew Bacca
Student Success Advisor I

▼ **Instructions**
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail ⍰

*Start Date	06/29/2016 📅	View Monthly Calendar
End Date	📅	
Filter by Type	Sick ▼	
*Absence Name	Sick ▼	Current Balance 300.00 Hours
Reason	Select Absence Reason ▼	
Partial Days	None ▼	
Duration	Hours	

[Calculate End Date or Duration]   [Forecast Balance]

Workflow

Allow Request By Employee and Manager
Request As Employee ▼

Comments

Requestor Comments [   ]

Go To   View Absence Request History   View Absence Balances

[Submit]   [Save for Later]   Return to Direct Reports

* Required Field

**Disclaimer The current balance does not reflect absences that have not been processed.

View Time

Monthly Time Calendar – Detailed Guide

Log into MyFSCJ using your FSCJ logon ID and password
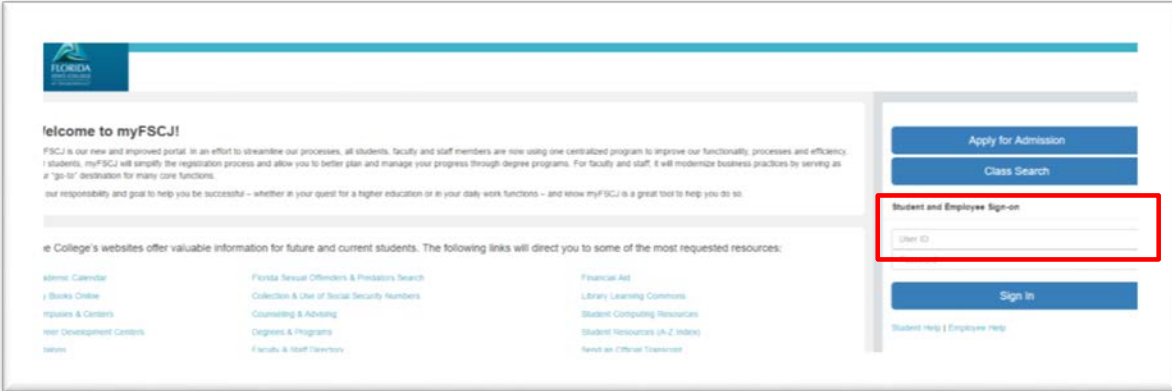
Click the My Manager Tasks button
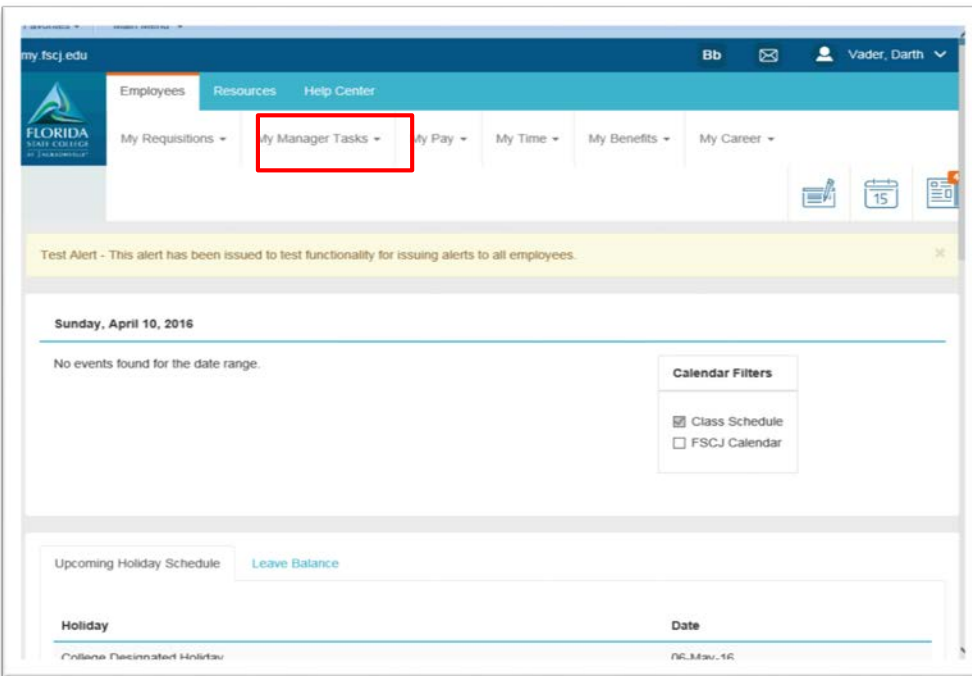
Choose the Monthly Time Calendar link
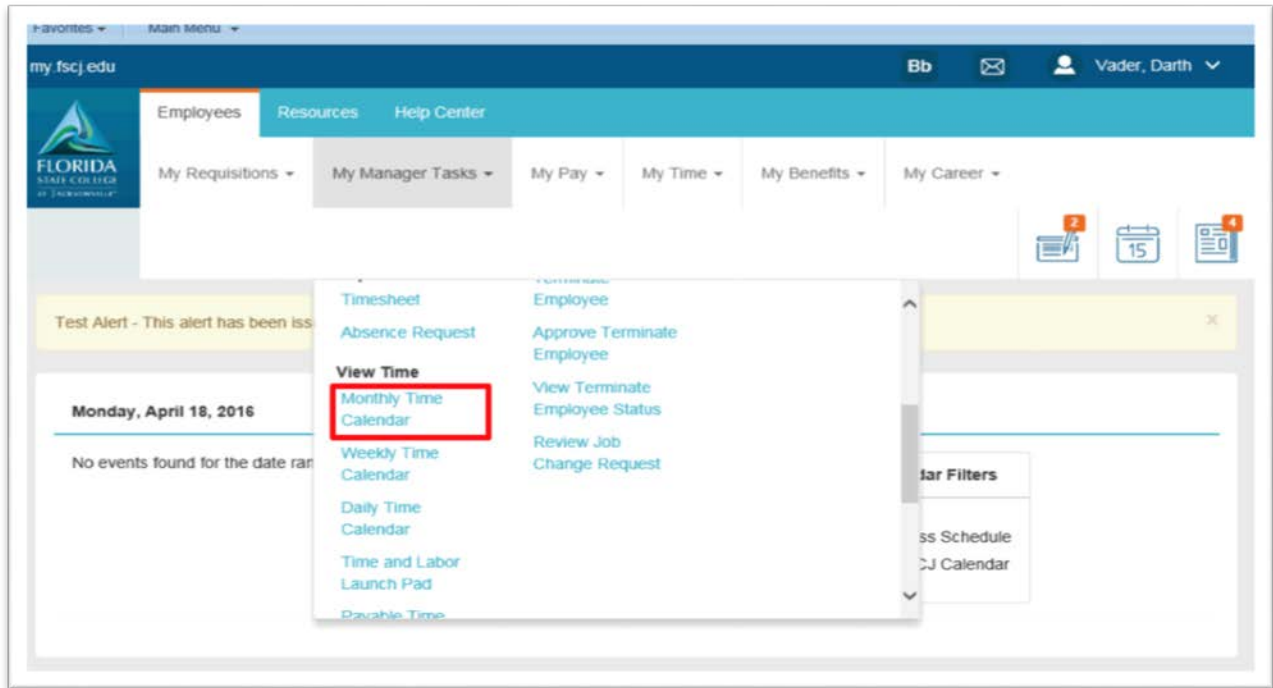
Use the **Monthly Time Calendar** page to view detailed information regarding time reporters' monthly time related data for a specific month.

Click the Employee ID field and enter the desired information then Click the Get Employees button

Use the View Criteria section to select the types of information you choose to view.

By selecting the check box next to the option you want to add to the view, you can build a multi-layered view of the schedule

Use the Month field to enter or select different time periods to view

The Total column displays the total time recorded for the time reporter for the selected viewing period

Weekly Time Calendar

Log into MyFSCJ using your FSCJ logon ID and password

Click the My Manager Tasks button

Choose the Weekly Time Calendar link

Use the Weekly Time Calendar page to view detailed information regarding time reporters' weekly time related data for a specific week. The page defaults to the current week

Click the Employee ID field and enter the desired information then Click the Get Employees button

Use the View Criteria section to select the types of information you choose to view.

Use the Week of field to enter or select different time periods to view

The Total column displays the total time recorded for the time reporter for the selected viewing period

Daily Time Calendar

Log into MyFSCJ using your FSCJ logon ID and password

Click the My Manager Tasks button

Choose the Daily Time Calendar link

Use the Daily Time Calendar page to view detailed information regarding time reporters' daily time related data for a specific date. The page defaults to the current date
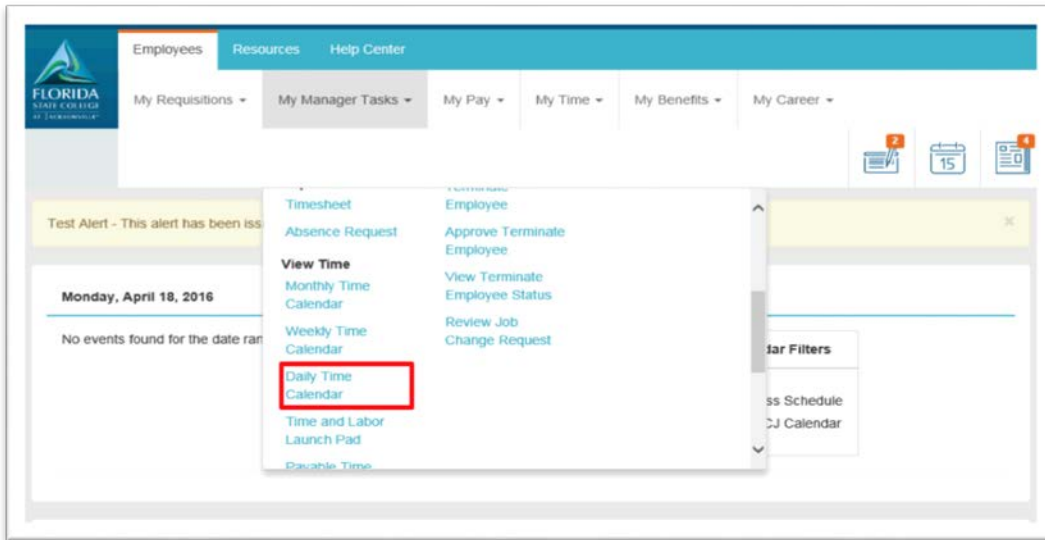
Click the Employee ID field and enter the desired information then click Get Employees
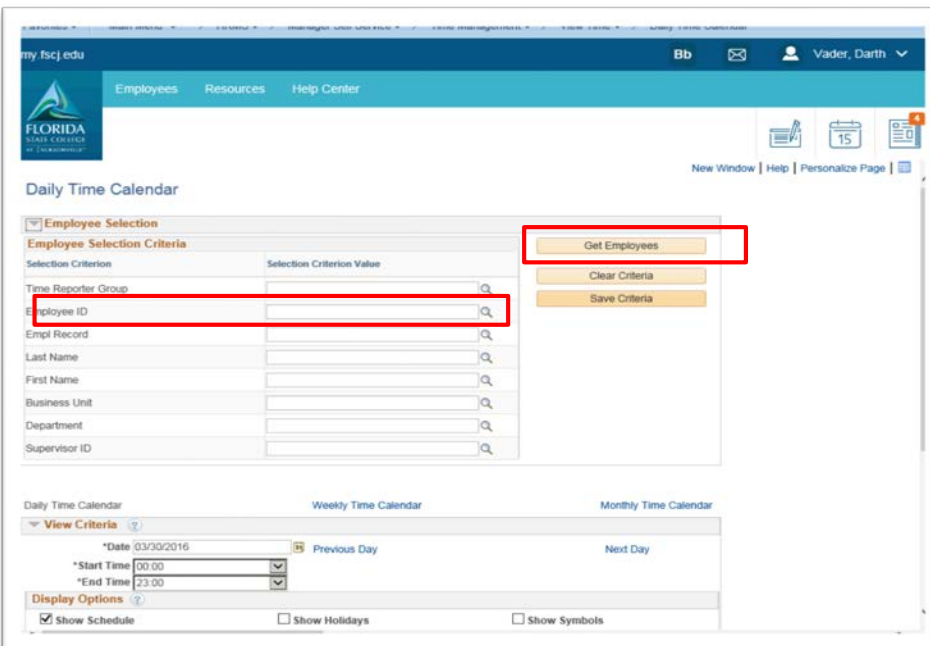
Use the View Criteria section to select the types of information you choose to view.

By selecting the check box next to the option you want to add to the view, you can build a multi-layered view of the schedule

Use the Date field to enter or select different time periods to view

On the daily calendars, recorded punch times display in the applicable time slot using the color/symbol for the Default Reported/Payable Time in the Legend grid

Use the Legend grid to interpret the calendar color codes, and symbols if you select Show Symbols as part of the view criteria

The Total column displays the total time recorded for each time reporter for the selected viewing period. For punch time reporters, the sum represents the time between each in and out punch. If no out punch exists, the lesser of either current time or the selected period end time is used as the out time for the calculation

Use the Links field to navigate to the listed time management pages.

Time and Labor Launch Pad

Log into MyFSCJ using your FSCJ logon ID and password

Click the My Manager Tasks button

Choose the Time and Labor Launch Pad link

Click the Employee ID field and entered the desired information then click the Get Employees button
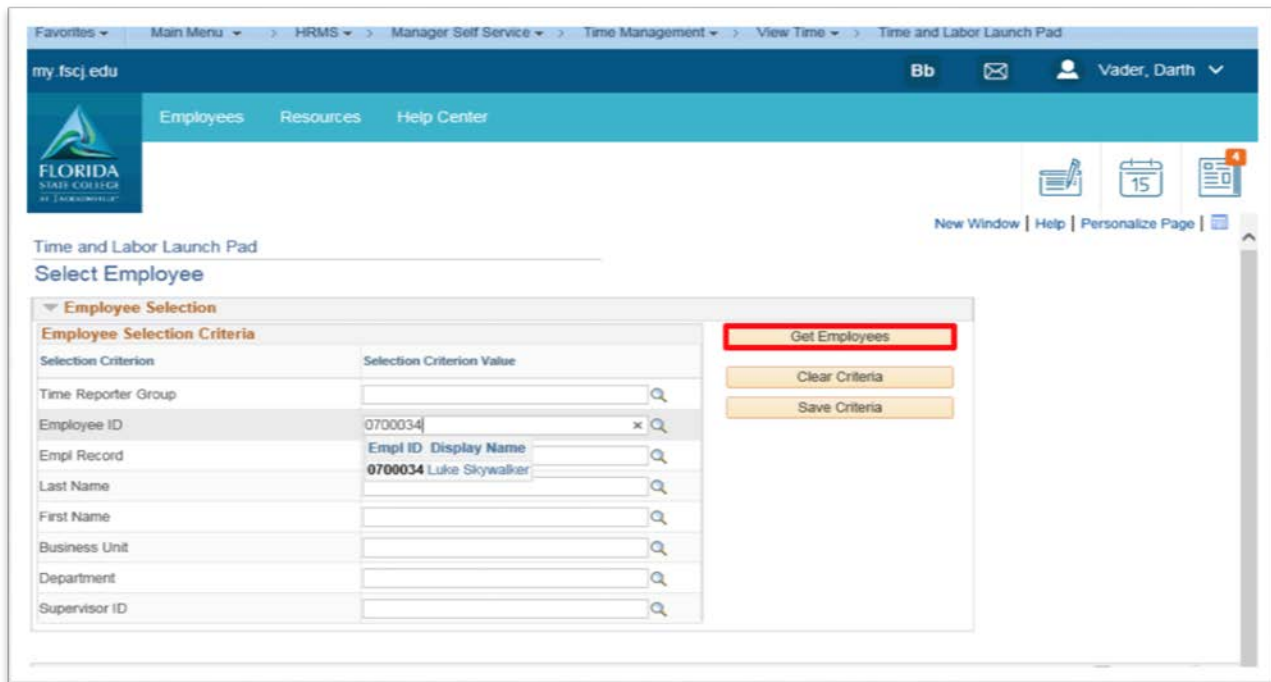
In the Employees section choose and an employee by clicking on the last name

Use the Time and Labor Launch Pad page to view which days in the specified month have payable time, forecasted payable time, reported elapsed time, reported punch time, exceptions, and recommended actions associated with each exception

The calendar displays payable hours for the month

You can change the calendar view to display the actual number of payable hours, forecasted payable hours, reported elapsed hours, reported punch hours, or scheduled hours that have been reported for each day

You can also click the day to view the time reporting details that exist for that day
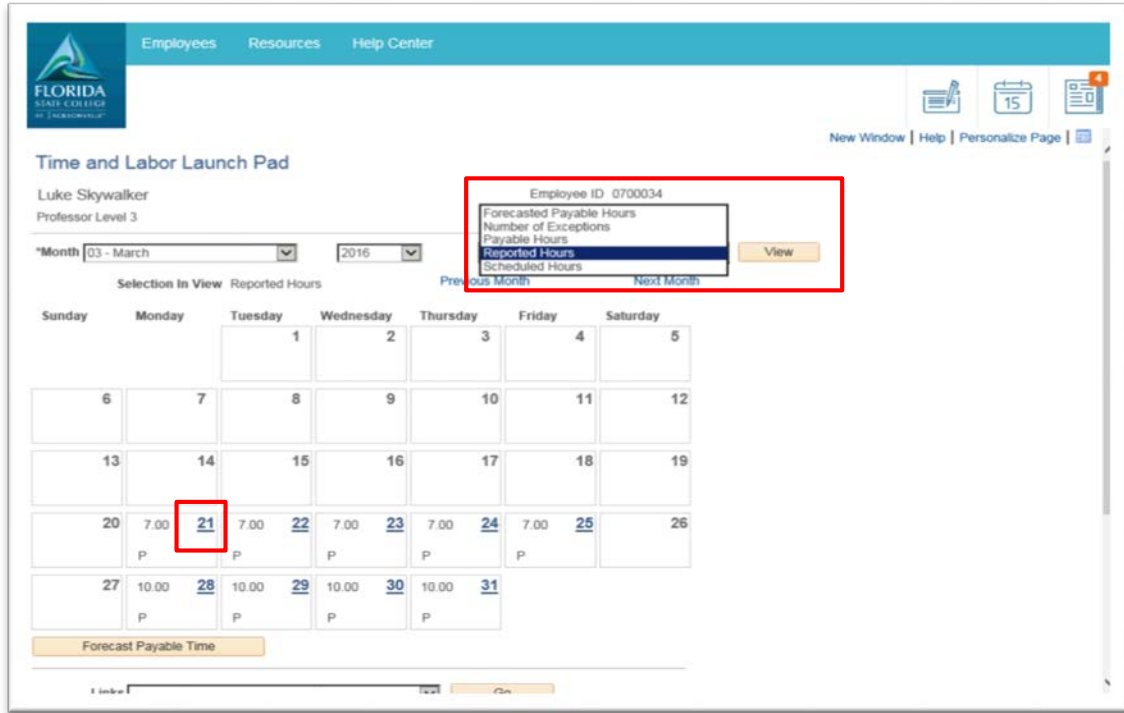
Use the Time Details Forecast page to view detailed calendar information for each day
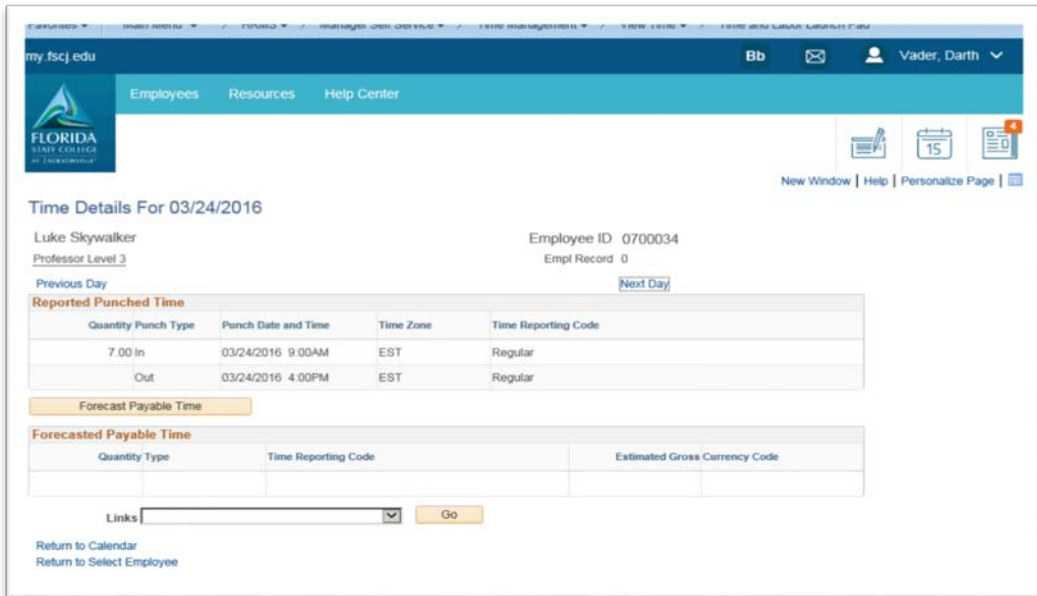
Click the Forecast Payable Time button to start the Forecasted Payable Time process, which calculates forecasted payable time for the employee. When you are done click on the Return to Calendar link.

Payable Time Summary

Log into MyFSCJ using your FSCJ logon ID and password
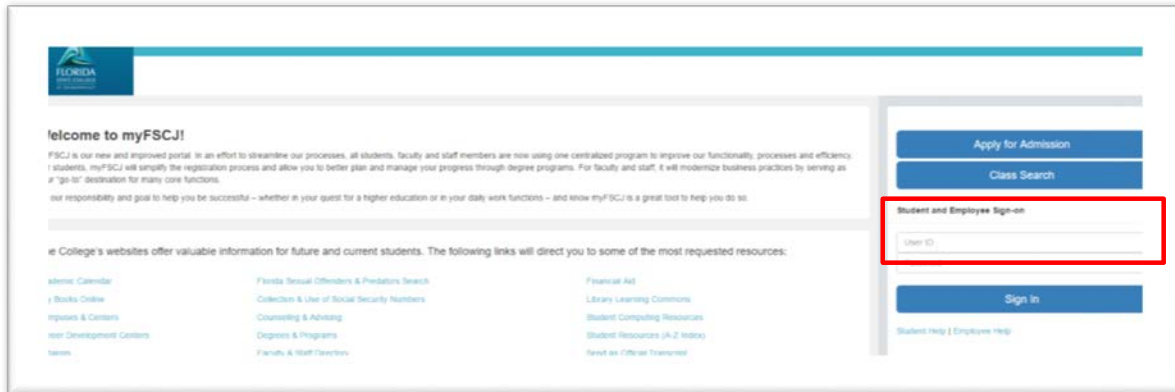
Click the My Manager Tasks button
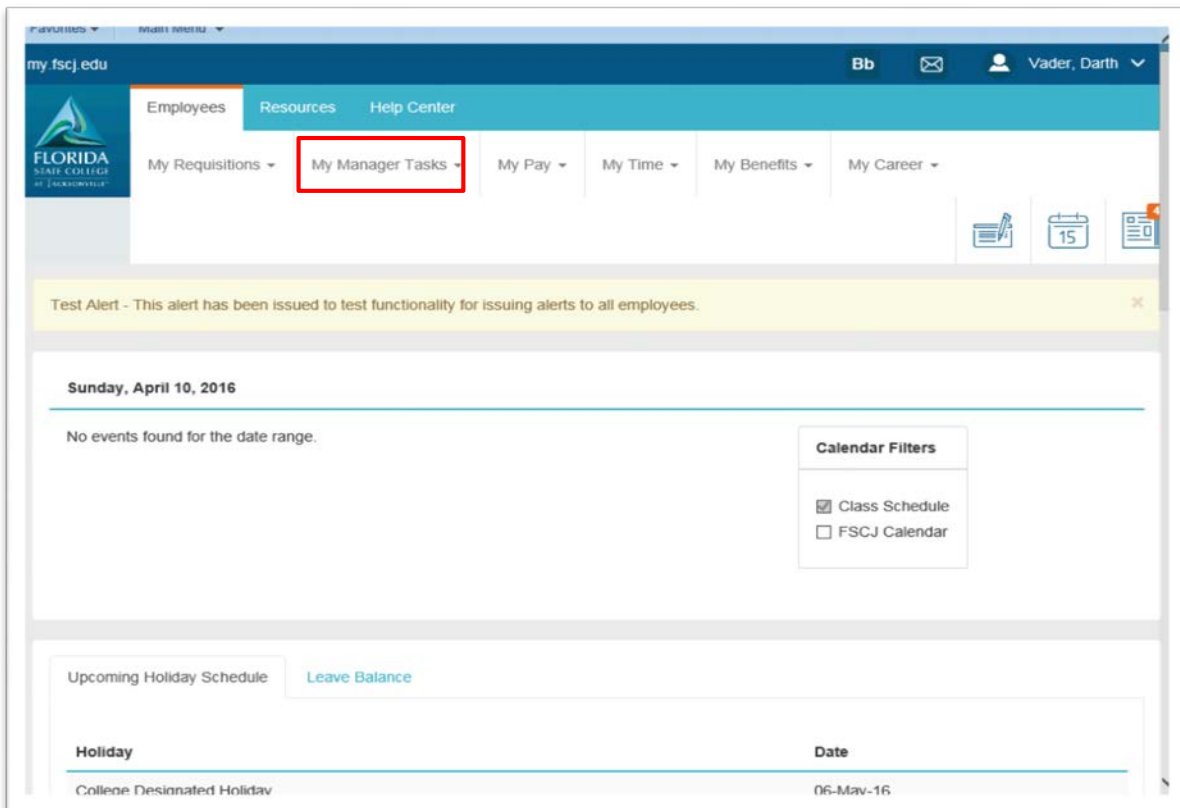
Choose the Payable Time Summary link
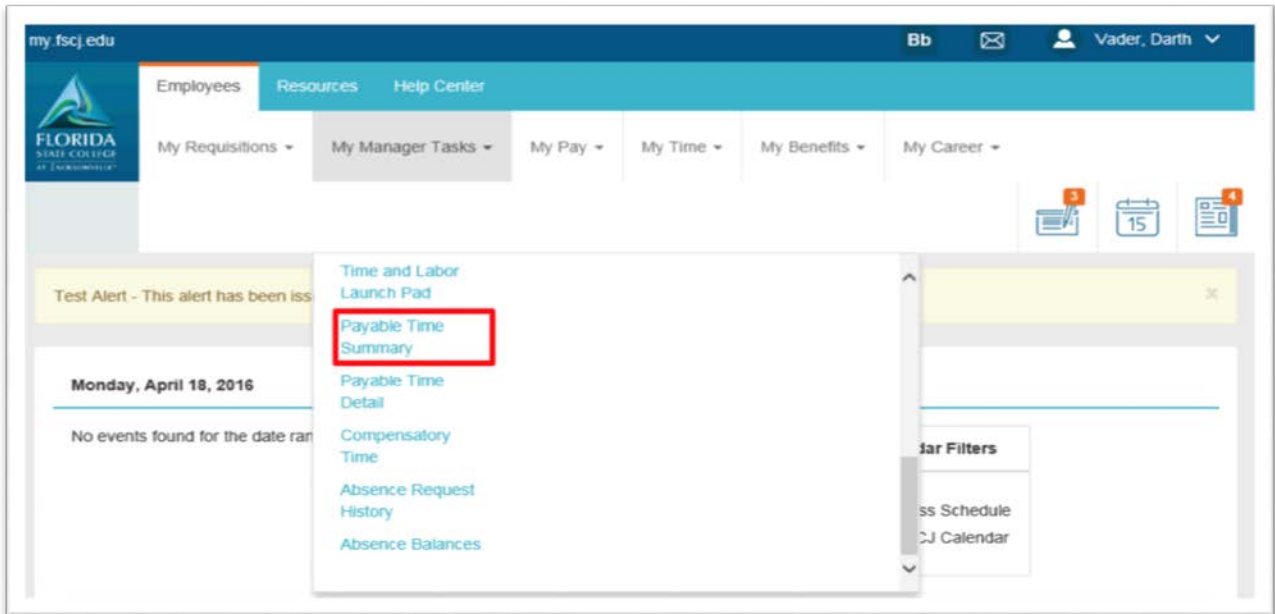
Click the Look up Time Reporter Group (Alt+5) button
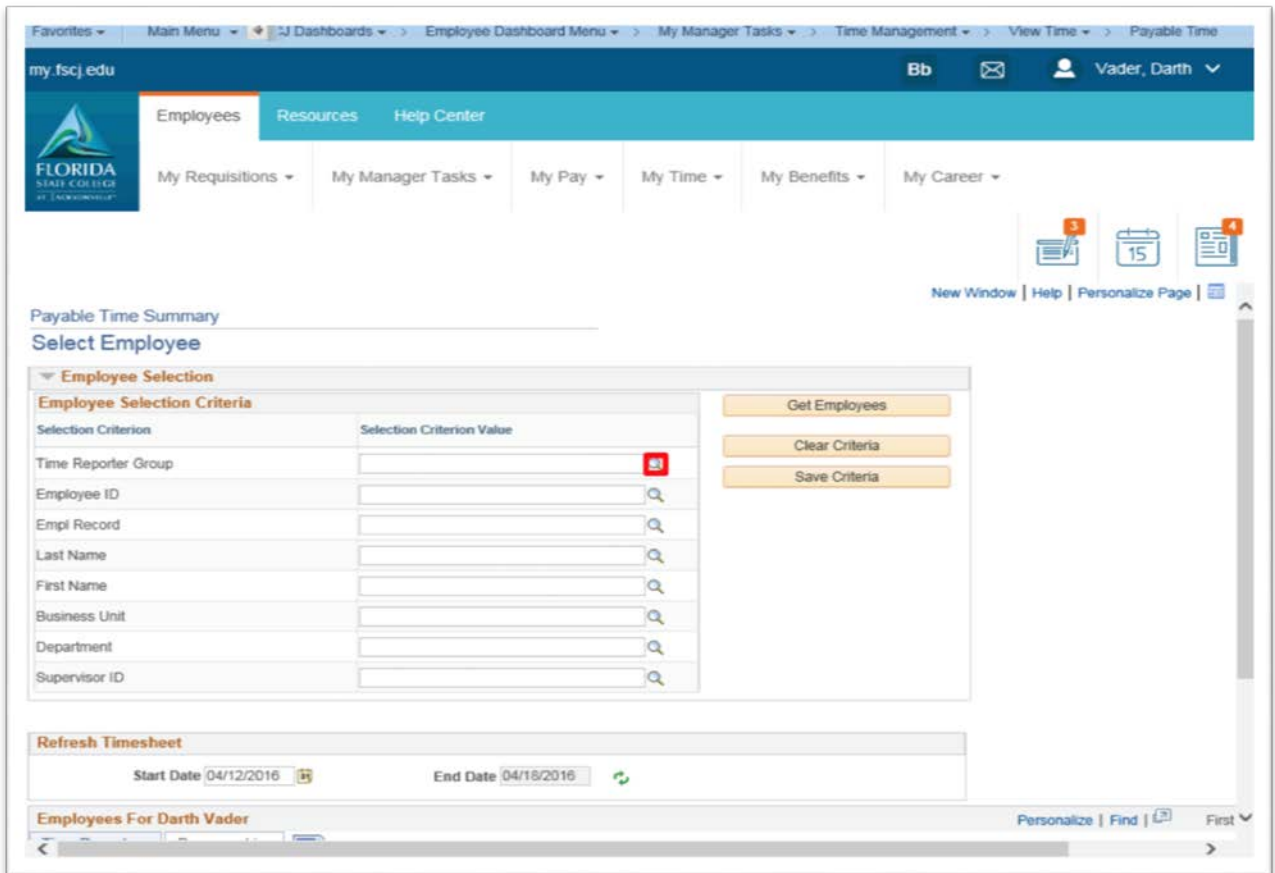
Click on the time reporter group you wish to view
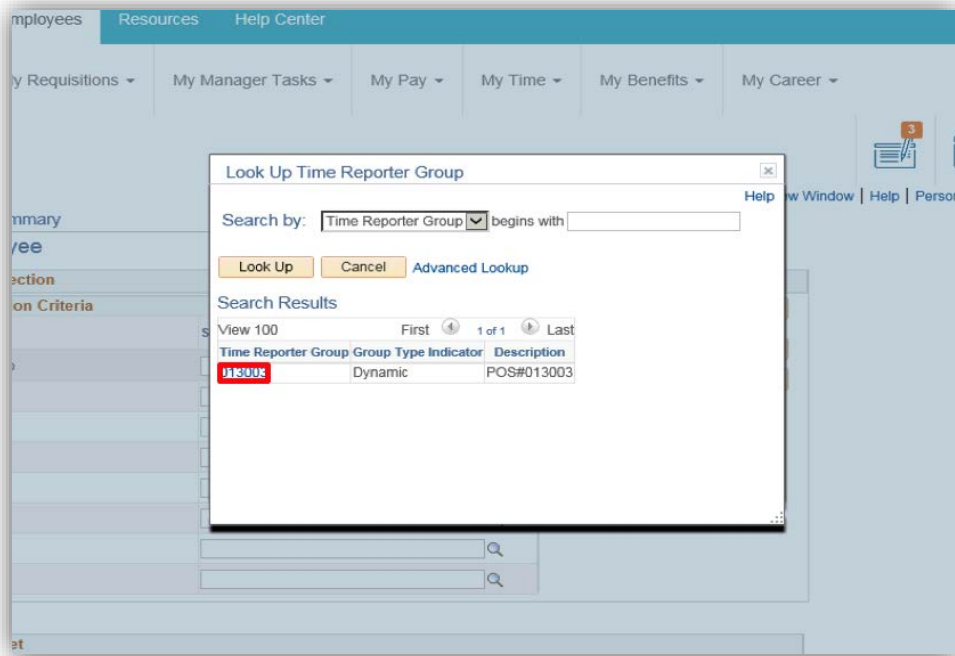
Click the Get Employees button
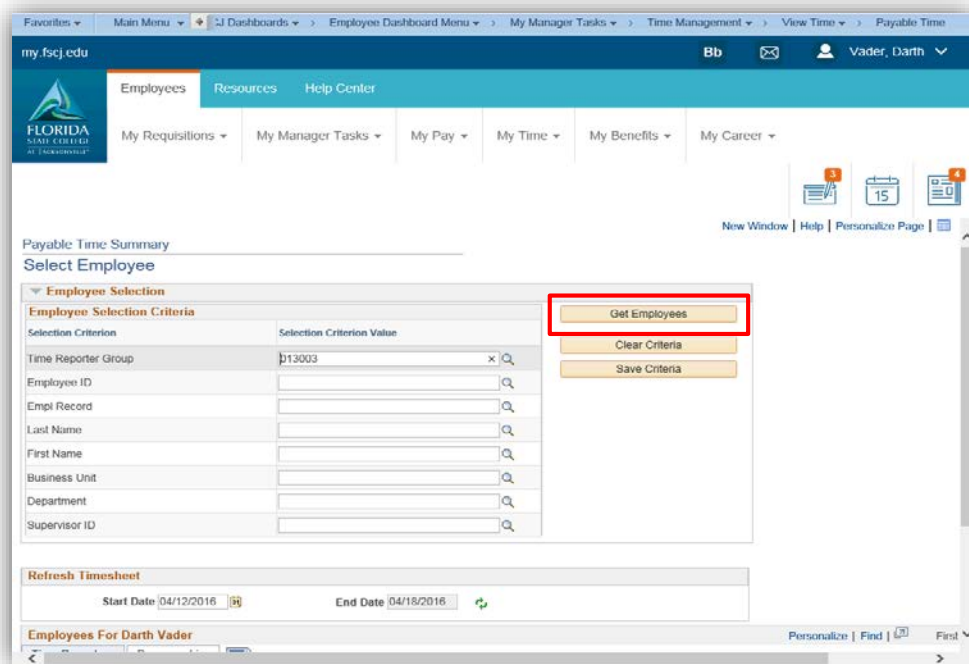
Use the Payable Time Summary page to view the details of an employee's payable time

Seven days of information is displayed by default. Various values for Start Date and End Date can be entered; however, the End Date cannot exceed Start Date by more than 31 days

Click the Next Week link

Click the Return to Select Employee link

Payable Time Detail (NOT AVAILABLE)

Compensatory Time

Log into MyFSCJ using your FSCJ logon ID and password

Click the My Manager Tasks button

Choose the Compensatory Time link

- o Use the Select Employee section to specify filter values to return the list of employees for whom you want to view information

Click the Employee ID field and entered the desired information

Click the Get Employees button

Click the appropriate employees link

- o Use the Compensatory Time page to view compensatory time balance for an employee. Compensatory time does not expire

Absence Request History

Log into MyFSCJ using your FSCJ logon ID and password
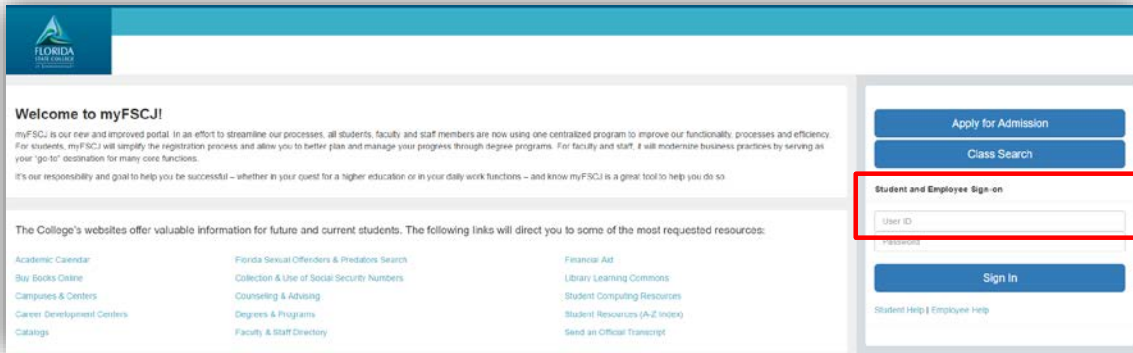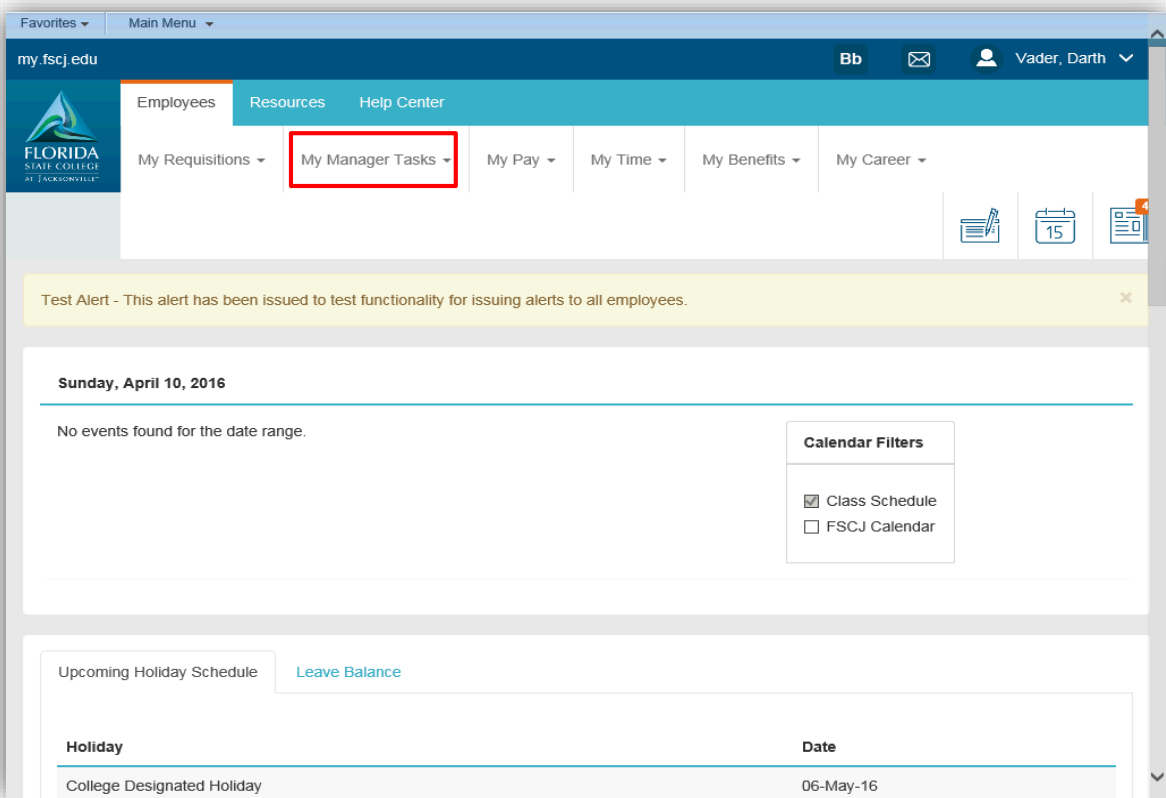
Click the My Manager Tasks button

Choose the Absence Request History link
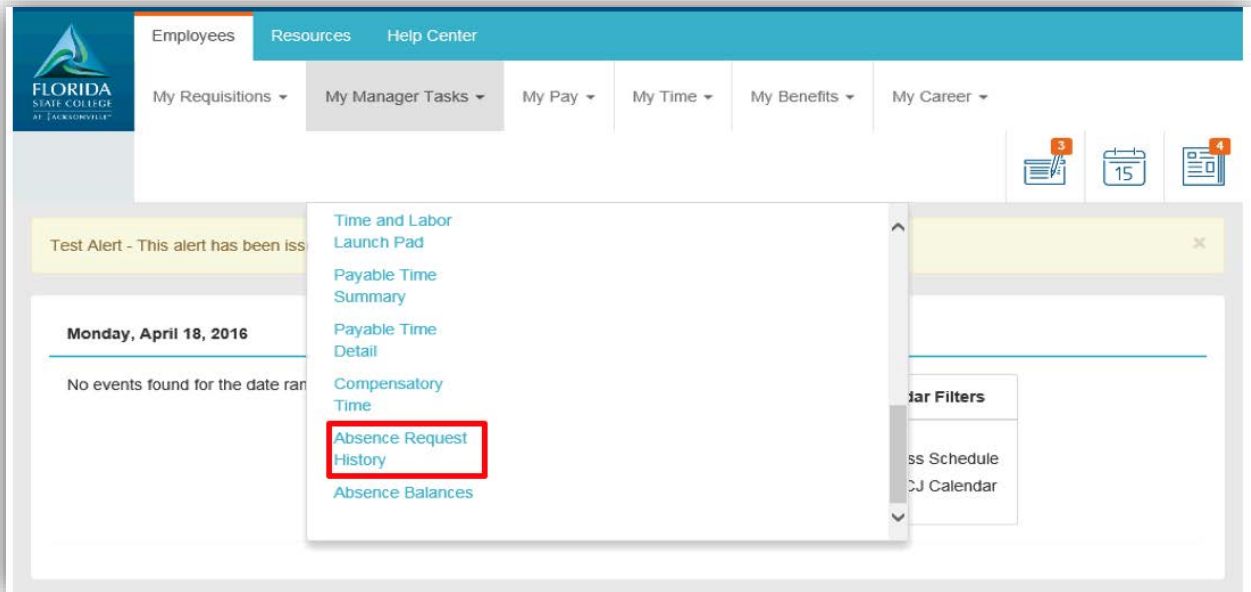
- Select the employee record to be reviewed and click on the Select button
  - The Absence Request History page displays the absence history specified by the date range indicated in the From and Through fields. The dates can be modified as necessary
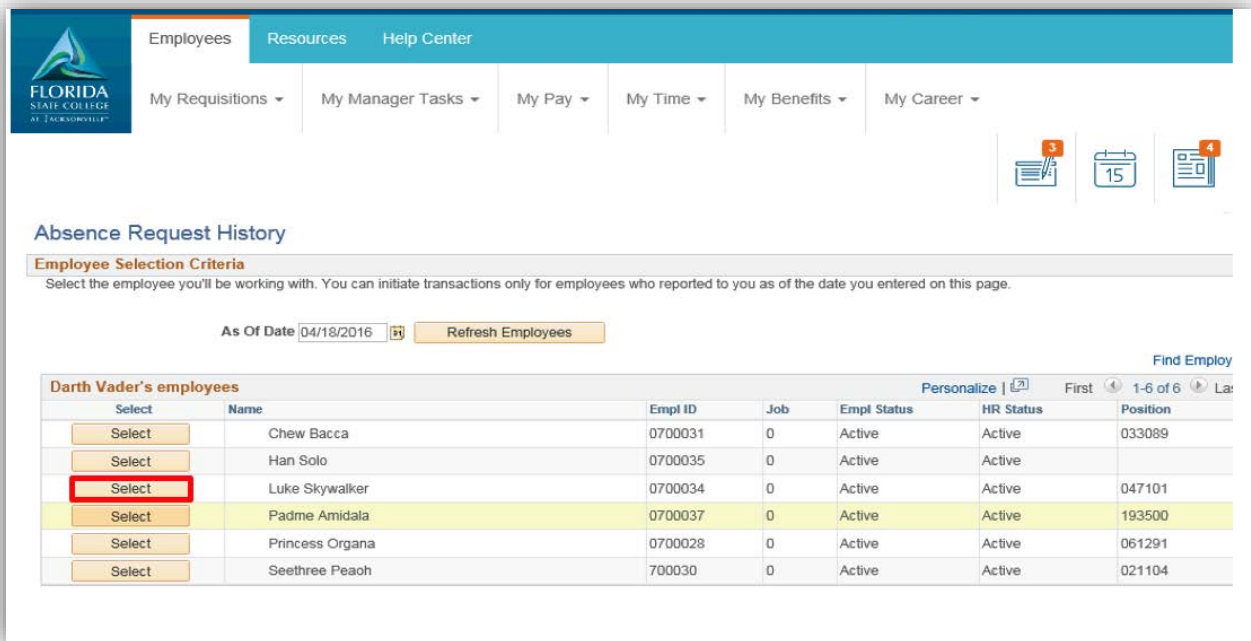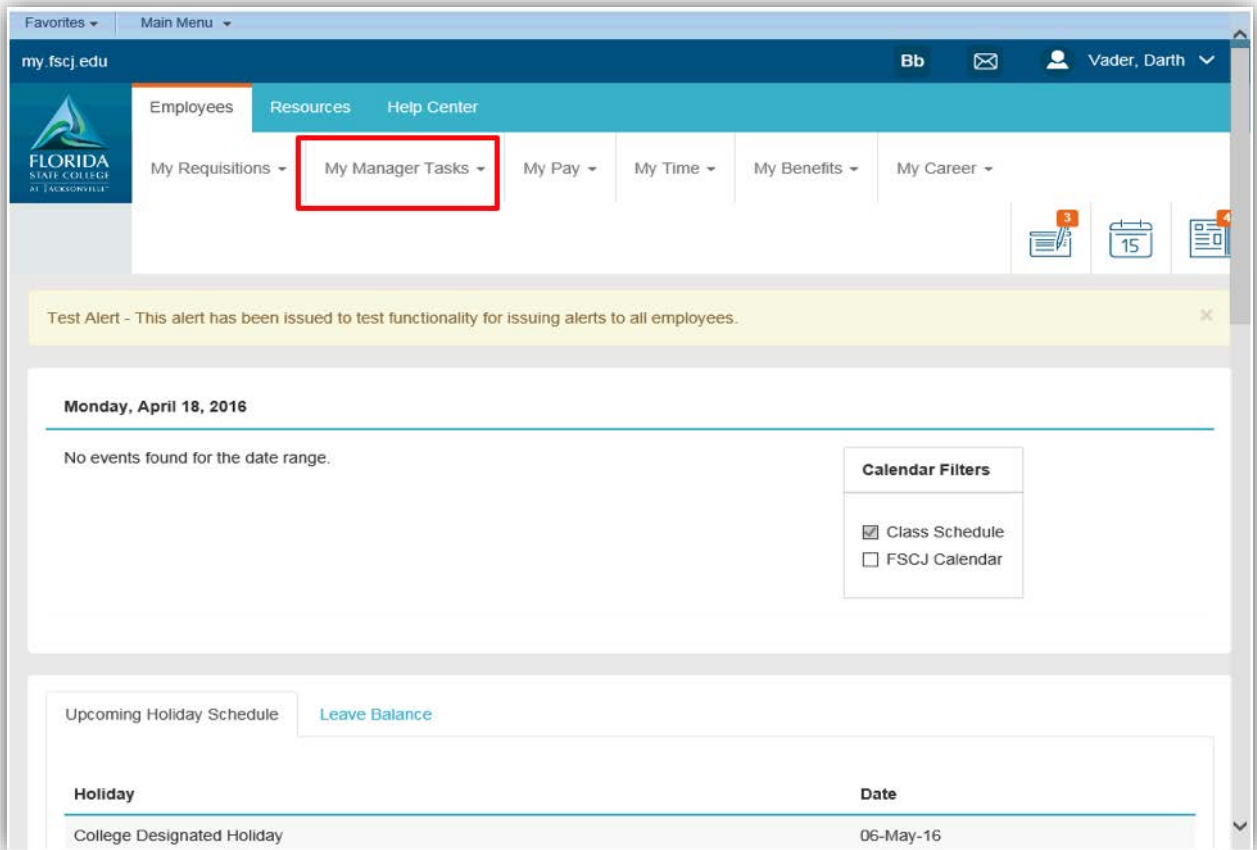
- Click the appropriate absence link and click the scrollbar

Absence Balances

Log into MyFSCJ using your FSCJ logon ID and password

Click the My Manager Tasks Dropdown

Choose the Absence Balances link

- Select the employee record to be reviewed and click on the Select button
  - Use the View Absence Balances page to view current absence entitlement balances. Current balances do not reflect absence requests that have not been processed by Payroll

Click the Forecast Balance link

Use the Forecast Balance page to forecast your leave balance through a certain and by the absence name (type)

Click the Absence Name list

Click the appropriate absence list item

Click the Forecast Balance button

The Forecast Balance Details section displays for this employee the forecast element (XXX Leave) and the Value of (XXX) hours