Manager Self Service Tutorial Descriptions

Time and Absence Terminology
Estimated Time: 15-30 minutes  |  Target Audience: All Managers
Description: An introduction to HRS Time and Labor and Absence Management terminology.

Overview of Timesheets
Estimated Time: 15-30 minutes  |  Target Audience: All Managers
Description: Depending upon the employee's job type, HRS will assign a corresponding timesheet. A detailed review of the four HRS Timesheets available and the various sections employees will use to record time.

Entering Time for Your Employees via Manager Self Service
Estimated Time: 15-30 minutes  |  Target Audience: Managers who supervise classified and student employees
Description: There may be instances when an employee is unable to enter his/her time worked into the timesheet. For example, the employee is ill and cannot get to a computer, etc. In this situation, the employee's supervisor may enter time for him/her.

Approval of Employee Time
Estimated Time: 15-30 minutes  |  Target Audience: Managers who supervise employees who enter time via webclock, student, and classified timesheets.
Description: This course will focus on how to view employees’ reported time and how to approve and adjust time entries correctly. The concept of Exceptions and how to view and allow or adjust them are discussed.
Help/Support: Approval without exceptions  |  Approval with exceptions

Check Employee Leave Balances
Estimated Time: 15-30 minutes  |  Target Audience: Managers who supervise classified and unclassified employees
Description: This course will show how to view employee absence balances for different types of leave. Additionally, the manager will learn to identify whether the employee has enough leave to cover their absence.

Approval of Employee Absence/Leave
Estimated Time: 15-30 minutes  |  Target Audience: Managers who supervise webclock, classified, and unclassified employees who are eligible for paid time off
Description: This course will focus on how to view absence requests and how to make decisions on whether to approve, deny or push back requests. Viewing employee absence balances for different types of leave will be included as well as what consequences result if an employee is allowed to take leave they do not have.