

DATE: October 4, 2016
SUBJECT: Self Service Approvers – New HR Data link in Time Entry

Beginning today, Self Service Time Entry approvers will see a new employee HR Data link in on the Manager Time Entry Approval page. The HR Data link provides limited HR employee information in effect for the selected pay period. The information includes payroll status, position number, FLSA status, and FLSA schedule.

Self Service Manager Time Entry Approval

The HR Data page for Manager Time Entry Approval only displays HR data for the employment record number attached to the timesheet.

Note: This link is only for approvers; it will **not** display on employees' timesheets.

To access the HR Data page:

1. On the Manager Time Entry Approval page, select an employee then click the **HR Data** link.

The screenshot shows the 'Time and Labor' page for employee John Doe. It includes a table of time entries for the week of 08-24 to 09-06. The 'HR Data' link is circled in blue.

Earn Code	Wed 08-24	Thurs 08-25	Fri 08-26	Sat 08-27	Sun 08-28	Mon 08-29	Tues 08-30	Wed 08-31	Thurs 09-01	Fri 09-02	Sat 09-03	Sun 09-04	Mon 09-05	Tues 09-06	Total
REG	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00				8.00	72.00
HOL													8.00		8.00

Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Empl Total
8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	80.00

Self-Service Time Entry Type: **Time Only**

To view employee data click: **HR Data**

2. The HR Data page displays a view-only selection of HR information, including FLSA information, about the employee.

The screenshot shows the 'HR Data' page for employee John Doe. It displays a table of HR information.

Effective Date	Eff Payroll Seq Status	Position Number	FLSA Status	FLSA Schedule	FLSA Schedule Begin Date	FLSA Period Ends on	Cor Rat
07/01/2015	0 Active	98765432	Nonexempt	7 Day FLSA Period (7/40)	08/24/2016	Tuesday (Week 2)	17.0

- Use the scroll bars to review all the information.
- Click the Return button to close the window.

What if I have questions?

Contact your Human Resources or Payroll office. You can obtain contact information from within Self Service: under **Need Assistance?**, select **Employee Contacts**.