Date: April 9, 2019
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: Time Entry Validation Option

Beginning April 9, 2019, agencies will have the option to enable Time Entry Validation in Self Service Time Entry for their employees. The Time Entry Validation button will provide an opportunity to check for errors before Time and Labor entries are completed.

Note: The format and text of validation error messages are identical to the validation error messages produced in Manager Time Entry Approval, Mass Time Entry, and Labor Distribution pages.

When determining if the Time Entry Validation Option is right for your agency, consider the amount of staff resources available to provide support to employees in resolving validation errors. Statewide Payroll Services and the Self Service Password Help email address are unable to assist employees with resolving their validation errors.

Agencies wanting to use the Validation Option

- A Self Service Time Entry (STE) contact for each department ID must be added in Contacts by Business Unit page prior to contacting MMB to enable the Validation button
- Activation of the Validation button is set up by department ID
- When enabled, all employees assigned to a specific department ID will see the Validation button in Self Service Time Entry
- The STE contact information will appear on the Self Service Time Entry page when the validation option is enabled
When an STE contact has been established, contact Jody Dahl and provide specific department IDs to activate the Validation function

Information for employees choosing to use the Validation option

- Once an employee has completed and saved all updates to their time entry in Self Service, and the information is ready for a supervisor’s approval; select the Validate button

- Select the Check Status button every few seconds
When the Check Status button disappears, validation is complete. Any errors found are displayed at the top of the Time and Labor page in the Time Errors section. If necessary, make the appropriate changes. Mark the Complete? checkbox in the upper-right portion of the page so a checkmark appears in the box.

Employees can find steps for using the validation option in the Time Entry instructions.

**Questions?**

For other questions, Agency Payroll, HR, and Accounting staff should contact Jody Dahl in Statewide Payroll Services at 651-201-8206 or Jody.Dahl@state.mn.us.

*PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF*