

SUPERVISORS & DELEGATES









# HR/PAY 9.2 APPROVALS DASHBOARD

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## HUMAN RESOURCE MANAGEMENT

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# HR/PAY HOME PAGE MANAGER ([HR.KU.EDU](http://HR.KU.EDU))

<b>Time and Absence</b> 	<b>KU Approvals Dashboard</b> 	<b>KU Payroll Dashboard</b> 	<b>Personal Details</b> 
<b>Team Time &amp; Absence</b> 	<b>Delegations</b> 	<b>My Team</b> 	<b>Benefits</b> 

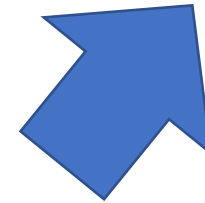
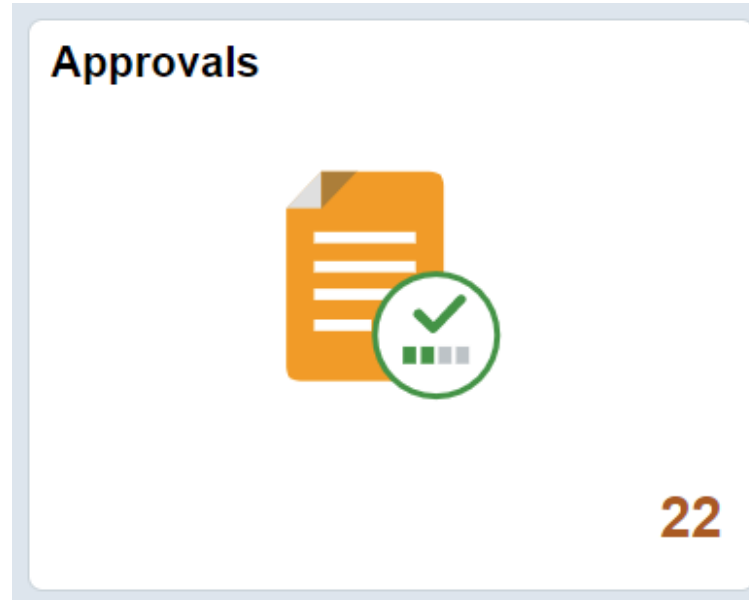
# TWO APPROVAL TILES

Currently we will have a homepage tile that opens to two sub tiles for Supervisors to review for approvals.

9.1 Time Approval (KU) tile is a temporary tile. It will be removed when all time pending under the prior 9.1 system is addressed.

Approvals (9.2) tile displays count of 9.2 transactions pending approval.

We will review the 9.1 KU tile first.



# 9.1 TIME APPROVALS (KU) TILE

Approve Payable Time  
**Approve Time for Time Reporters**

Employee Selection

## Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text" value=""/>
Employee ID	<input type="text" value=""/>
Empl Record	<input type="text" value=""/>
Last Name	<input type="text" value=""/>
First Name	<input type="text" value=""/>
Job Code	<input type="text" value=""/>
Job Description	<input type="text" value=""/>
Department	<input type="text" value=""/>
North American Pay Group	<input type="text" value=""/>

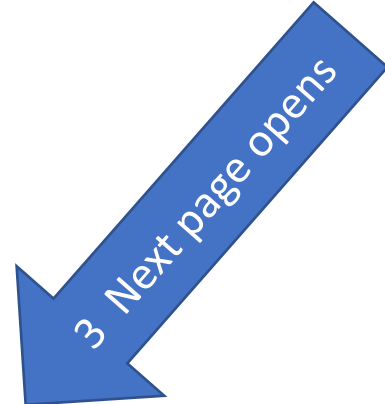
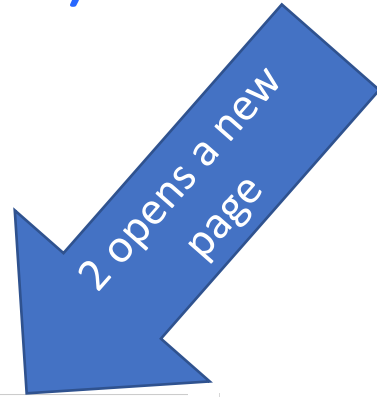
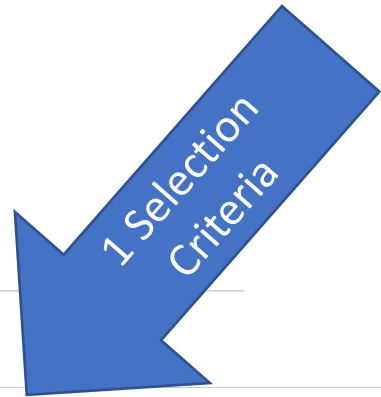
Get Employees

Clear Criteria

Save Criteria

Time Summary Demographics

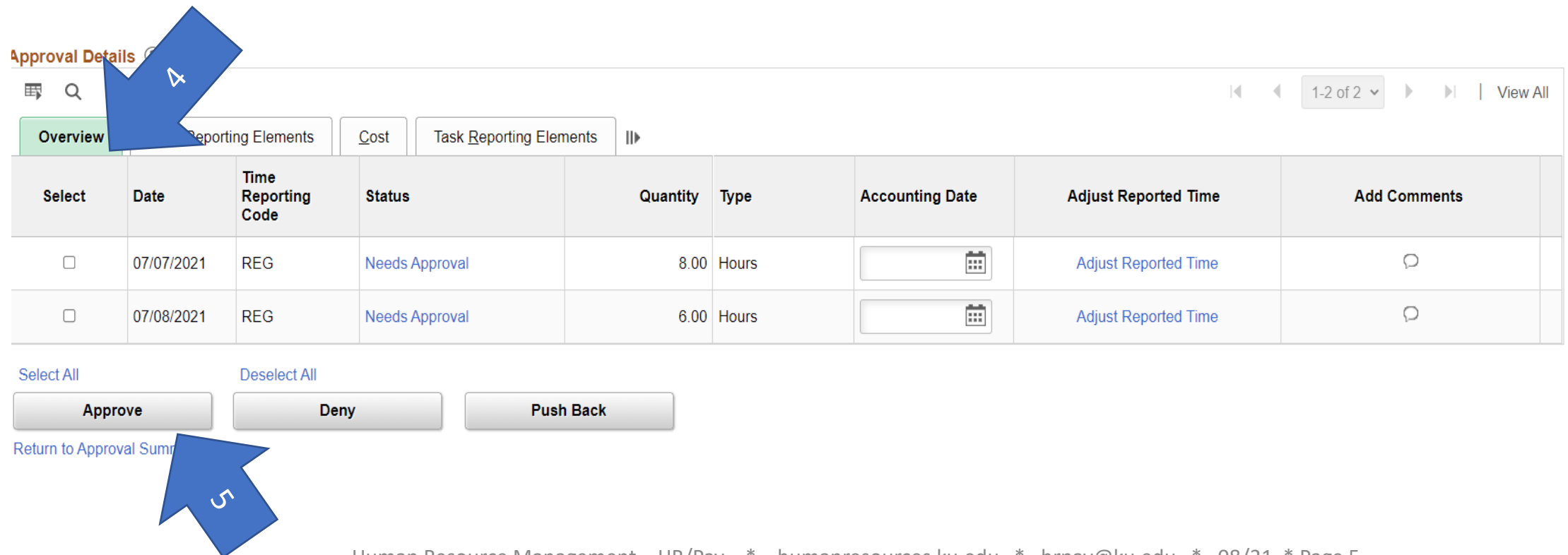
Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Total Payable Hours
<input type="checkbox"/>	Eleven	Employee	1030151	0	Functional Systems Analyst Sr	14.00
<input type="checkbox"/>	Four	Employee	1029927	0	Functional Systems Analyst Sr	44.00
<input type="checkbox"/>	Thirteen	Employee	1373481	0	Functional Systems Analyst Sr	45.00



## 9.1 TIME APPROVALS (KU) PAGE

If the time (day) is not accurate, do not Approve, Deny or Push Back the day. Instead, work with the employee to correct the timesheet. Check the boxes on the left to approve the row or all displayed.

Do Approve the time that is accurate as to not delay pay.



The screenshot displays the 'Approval Details' interface. At the top, there are navigation controls including a search icon, a dropdown menu showing '1-2 of 2', and a 'View All' link. Below this is a tabbed interface with 'Overview' selected. The main content is a table with the following columns: Select, Date, Time Reporting Code, Status, Quantity, Type, Accounting Date, Adjust Reported Time, and Add Comments. Two rows of data are visible, both with a status of 'Needs Approval'. Below the table are buttons for 'Select All', 'Deselect All', 'Approve', 'Deny', and 'Push Back'. A blue arrow labeled '4' points to the 'Select' checkboxes in the table, and another blue arrow labeled '5' points to the 'Approve' button.

Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Adjust Reported Time	Add Comments
<input type="checkbox"/>	07/07/2021	REG	Needs Approval	8.00	Hours	<input type="text"/>	<a href="#">Adjust Reported Time</a>	<input type="text"/>
<input type="checkbox"/>	07/08/2021	REG	Needs Approval	6.00	Hours	<input type="text"/>	<a href="#">Adjust Reported Time</a>	<input type="text"/>

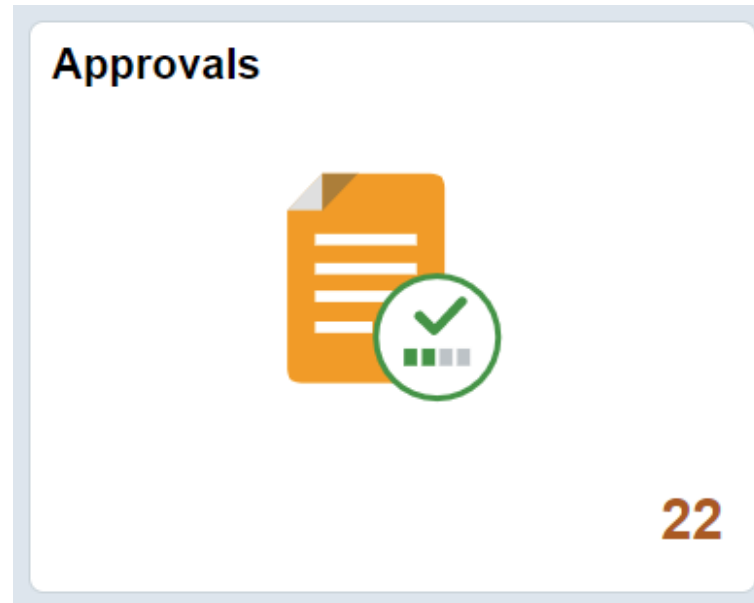
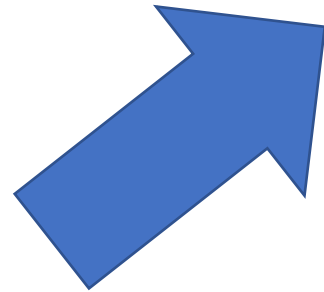
[Select All](#)   [Deselect All](#)

[Approve](#)   [Deny](#)   [Push Back](#)

[Return to Approval Summary](#)

## APPROVALS (9.2 TILE)

Approvals Tile (9.2) will display a count of transactions pending for approval.







# APPROVALS (9.2 TILE)CONTINUED..

\*The left menu will list the types of pending approvals and quantity.

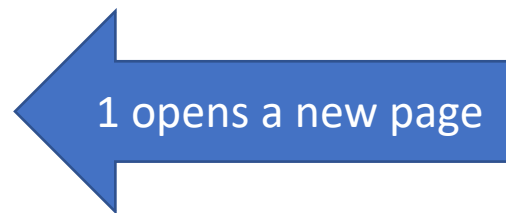
\*The right side of the page will list all the pending items.

\*You may click on the left menu type to reduce the items on the right by the type selected. This selection also opens up non-detailed approval boxes. (See next slide for detail approval page.)

\*You may also use the filter icon on the top left for additional selection. Selecting Payable Time for this example.

View By		Type	▼
	All	22	
	Absence Request	1	
	Delegation of Authority	1	
	Payable Time	20	

<input type="checkbox"/>	<b>Payable Time</b> Employee Eleven	Quantity for Approval 14 Hours 07/07/2021 - 07/08/2021	Routed 07/22/2021	>
<input type="checkbox"/>	<b>Payable Time</b> Employee Four	Quantity for Approval 8 Hours 05/31/2021 - 05/31/2021	Routed 07/22/2021	>
<input type="checkbox"/>	<b>Payable Time</b> Employee FiftyFive	Quantity for Approval 10 Hours 05/31/2021 - 05/31/2021	Routed 07/22/2021	>



# APPROVE PAYABLE TIME DETAIL PAGE

If an individual day is not accurate, do not check the box to Approve, Deny or Push Back the row. Instead, work with the employee to correct the timesheet. Do Approve the rows that are accurate as to not delay pay.



Employee Eleven  
Functional Systems Analyst Sr

2 line(s) are pending your approval

**Approve** **Deny**

## Payable Time Details

**Pending** All



2 rows

Select	Report Date	Time Reporting Code	Quantity	
<input type="checkbox"/>	07/07/21	REG - Regular Earns	8 Hours	>
<input type="checkbox"/>	07/08/21	REG - Regular Earns	6 Hours	>

## Approver Comments



# ABSENCE ACTION

The left menu will list the types of pending approvals and quantity.

The right side of the page will list all the pending items.

You may click on the left menu type to reduce the items on the right by the type selected. This selection also opens non-detailed approval boxes. (See next slide for detail approval page i.e., displays balances, comments etc..)

You may also use the filter icon on the top left for additional selection. Selecting Absence Request for this example.

The screenshot displays the 'Absence Action' interface. On the left, a 'View By' dropdown is set to 'Type'. Below it is a menu with four items: 'All' (22), 'Absence Request' (1), 'Delegation of Authority' (1), and 'Payable Time' (20). The 'Absence Request' item is highlighted in green. A blue arrow points to the 'Absence Request' item with the text '1 opens a new page'. To the right of the menu is a filter icon. Further right are three buttons: 'Approve' (green), 'Deny' (grey), and 'Pushback' (grey). A second blue arrow points to the 'Deny' button with the text '2 the new page'. The main content area shows a table titled 'Absence Request' with 1 row. The table has a checkbox in the first column and a right-pointing arrow in the last column. The row contains the text: 'Absence Request', 'Comp Time Leave, 5 Hours', 'Routed', and '08/16/2021'. Below the table is a section titled 'Approver Comments' with an empty text input field.

Absence Request				1 row
<input type="checkbox"/>				
<input type="checkbox"/>	Absence Request Employee Four	Comp Time Leave, 5 Hours 08/16/2021	Routed 08/16/2021	>

Approver Comments

# ABSENCE REQUEST DETAILS

You may Approve, Deny or Pushback the absence request.

Deny and Push Back allows the employee to edit the absence and resubmit or cancel.



## Employee Four

Functional Systems Analyst Sr

Approve

Deny

Pushback

### Absence Details

Absence Name Comp Time Leave

Reason Self

Start Date 08/16/2021

End Date 08/16/2021

Partial Days Start Day Half Day

Duration 5 Hours

Current Balance 35.72 Hours [Disclaimer](#)

### Requester Comments

There are no requester comments

Request History >

### Approver Comments

Approval Chain >

**SIGN OFF SECURELY** - Select the 3 dots on right side of banner and select Sign Out.

Please see additional training materials located at <http://humanresources.ku.edu/hrpay-upgrade-training>.

## Human Resource Management

HR/Pay Team contact [hrpay@ku.edu](mailto:hrpay@ku.edu) 785/864-0600

