



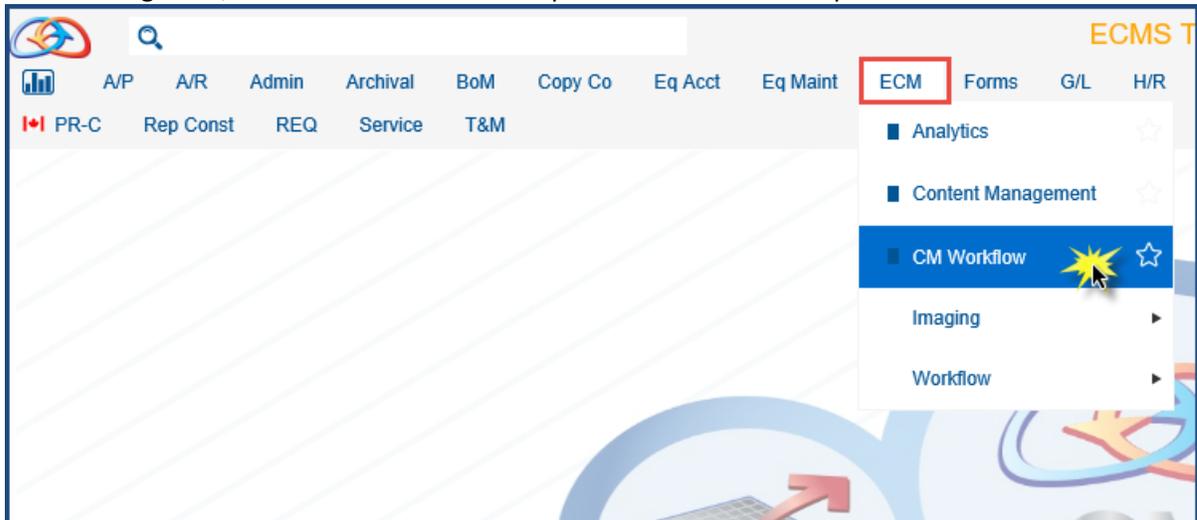
# Human Resources Self Service (HRSS) Time Entry

The Time Entry feature helps you automate the collection, validation, approval, and processing of labor, expense, and human resources related information all in one place. Workers and Supervisors in the field and in the office can enter time, assign it to job/cost distribution or department, select appropriate labor cost type and submit it for approval. Employees can check approval status updates while management can approve time entry on the fly through the same user-friendly interface.

This document provides configuration instructions for HRSS Time Entry.

## eCMS -Workflow:

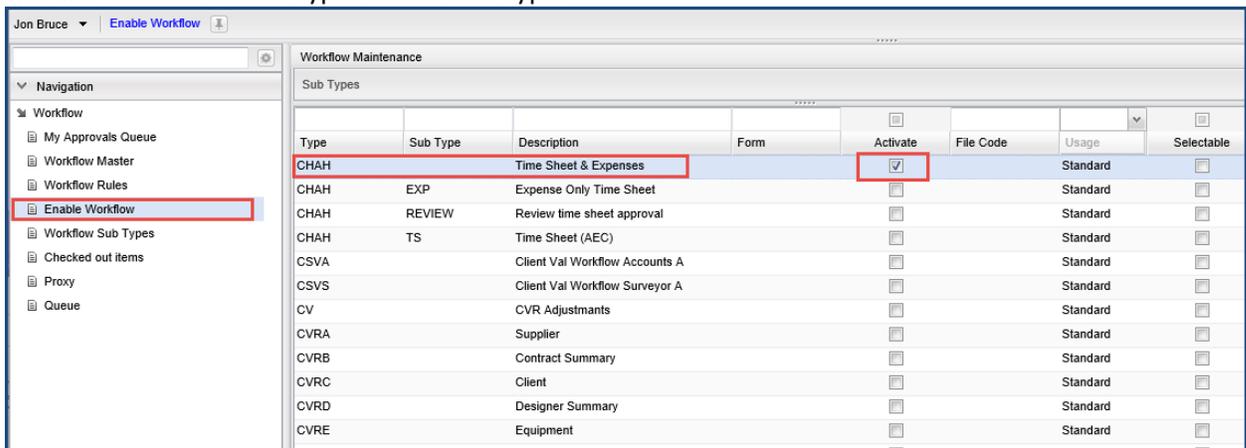
Before using HRSS, workflows need to be setup in the CM Workflow option in eCMS:



# Human Resources Self Service (HRSS) Time Entry

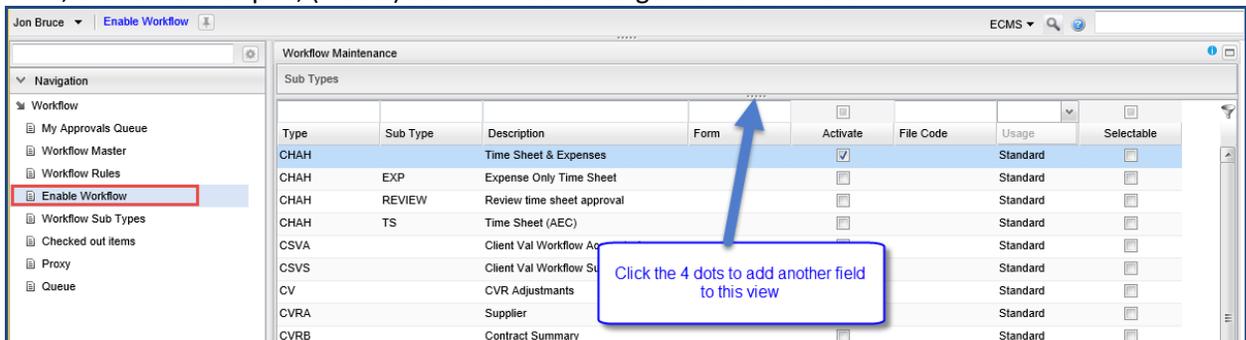
## eCMS -Enable Workflow:

Once the CM Workflow window is open, select the Enable Workflow option and activate the CHAH Type by checking the box in the Activate column. Activating a Type with a *blank* Sub Type will also activate all Sub Types under that Type.



Type	Sub Type	Description	Form	Activate	File Code	Usage	Selectable
CHAH		Time Sheet & Expenses		<input checked="" type="checkbox"/>		Standard	<input type="checkbox"/>
CHAH	EXP	Expense Only Time Sheet		<input type="checkbox"/>		Standard	<input type="checkbox"/>
CHAH	REVIEW	Review time sheet approval		<input type="checkbox"/>		Standard	<input type="checkbox"/>
CHAH	TS	Time Sheet (AEC)		<input type="checkbox"/>		Standard	<input type="checkbox"/>
CSVA		Client Val Workflow Accounts A		<input type="checkbox"/>		Standard	<input type="checkbox"/>
CSVS		Client Val Workflow Surveyor A		<input type="checkbox"/>		Standard	<input type="checkbox"/>
CV		CVR Adjustments		<input type="checkbox"/>		Standard	<input type="checkbox"/>
CVRA		Supplier		<input type="checkbox"/>		Standard	<input type="checkbox"/>
CVRB		Contract Summary		<input type="checkbox"/>		Standard	<input type="checkbox"/>
CVRC		Client		<input type="checkbox"/>		Standard	<input type="checkbox"/>
CVRD		Designer Summary		<input type="checkbox"/>		Standard	<input type="checkbox"/>
CVRE		Equipment		<input type="checkbox"/>		Standard	<input type="checkbox"/>

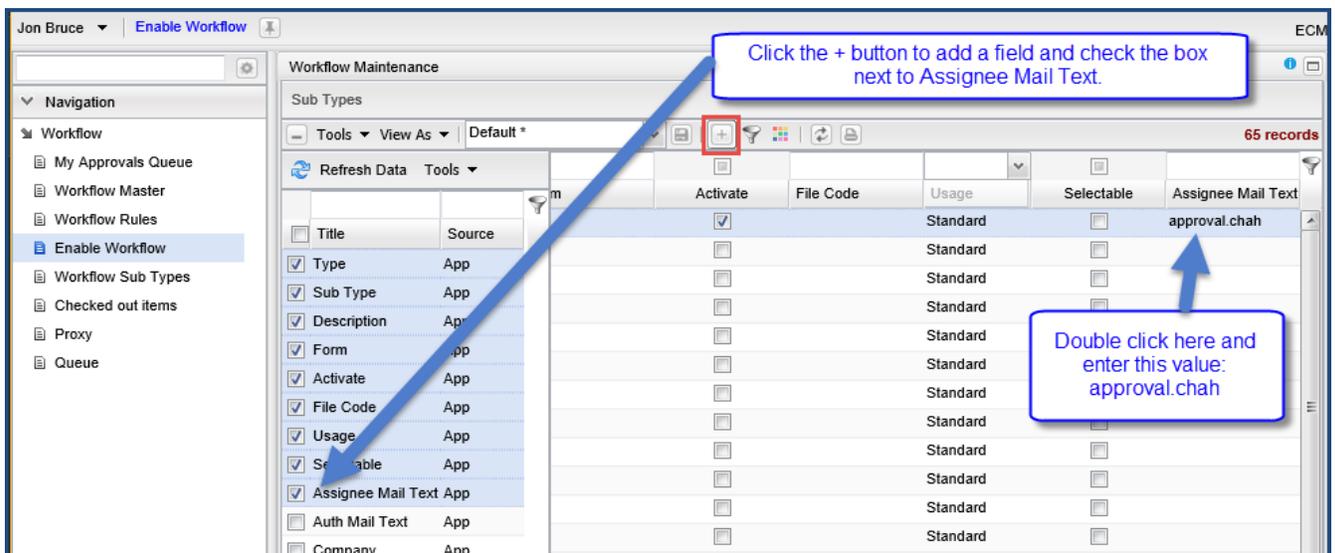
Next, click on the ellipsis, (4 dots) as shown below to get additional fields:



Type	Sub Type	Description	Form	Activate	File Code	Usage	Selectable
CHAH		Time Sheet & Expenses		<input checked="" type="checkbox"/>		Standard	<input type="checkbox"/>
CHAH	EXP	Expense Only Time Sheet		<input type="checkbox"/>		Standard	<input type="checkbox"/>
CHAH	REVIEW	Review time sheet approval		<input type="checkbox"/>		Standard	<input type="checkbox"/>
CHAH	TS	Time Sheet (AEC)		<input type="checkbox"/>		Standard	<input type="checkbox"/>
CSVA		Client Val Workflow Accounts A		<input type="checkbox"/>		Standard	<input type="checkbox"/>
CSVS		Client Val Workflow Surveyor A		<input type="checkbox"/>		Standard	<input type="checkbox"/>
CV		CVR Adjustments		<input type="checkbox"/>		Standard	<input type="checkbox"/>
CVRA		Supplier		<input type="checkbox"/>		Standard	<input type="checkbox"/>
CVRB		Contract Summary		<input type="checkbox"/>		Standard	<input type="checkbox"/>

# Human Resources Self Service (HRSS) Time Entry

eCMS -Enable Workflow:



Workflow Maintenance

Sub Types

Tools View As Default \* 65 records

Title	Source	Activate	File Code	Usage	Selectable	Assignee Mail Text
<input type="checkbox"/>		<input checked="" type="checkbox"/>		Standard	<input type="checkbox"/>	approval.chah
<input checked="" type="checkbox"/>	Type	<input type="checkbox"/>		Standard	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Sub Type	<input type="checkbox"/>		Standard	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Description	<input type="checkbox"/>		Standard	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Form	<input type="checkbox"/>		Standard	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Activate	<input type="checkbox"/>		Standard	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	File Code	<input type="checkbox"/>		Standard	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Usage	<input type="checkbox"/>		Standard	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Selectable	<input type="checkbox"/>		Standard	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Assignee Mail Text	<input type="checkbox"/>		Standard	<input type="checkbox"/>	
<input type="checkbox"/>	Auth Mail Text	<input type="checkbox"/>		Standard	<input type="checkbox"/>	
<input type="checkbox"/>	Company	<input type="checkbox"/>		Standard	<input type="checkbox"/>	

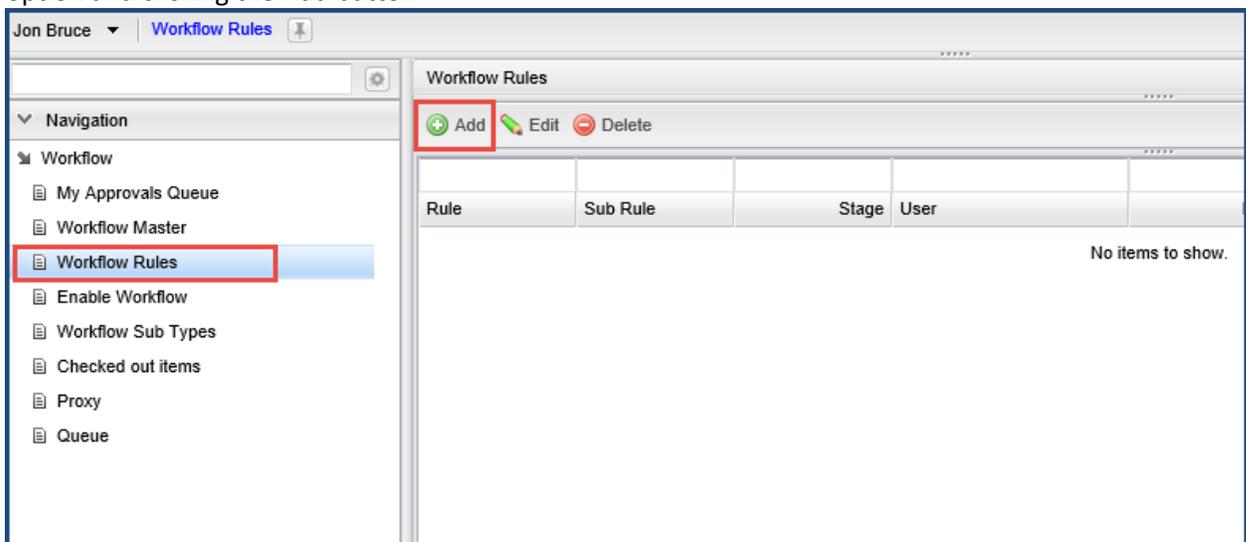
Click the + button to add a field and check the box next to Assignee Mail Text.

Double click here and enter this value: approval.chah

# Human Resources Self Service (HRSS) Time Entry

## eCMS –Setup Workflow Rules:

Once the workflow is activated, workflow rules can be setup by selecting the Workflow Rules option and clicking the Add button

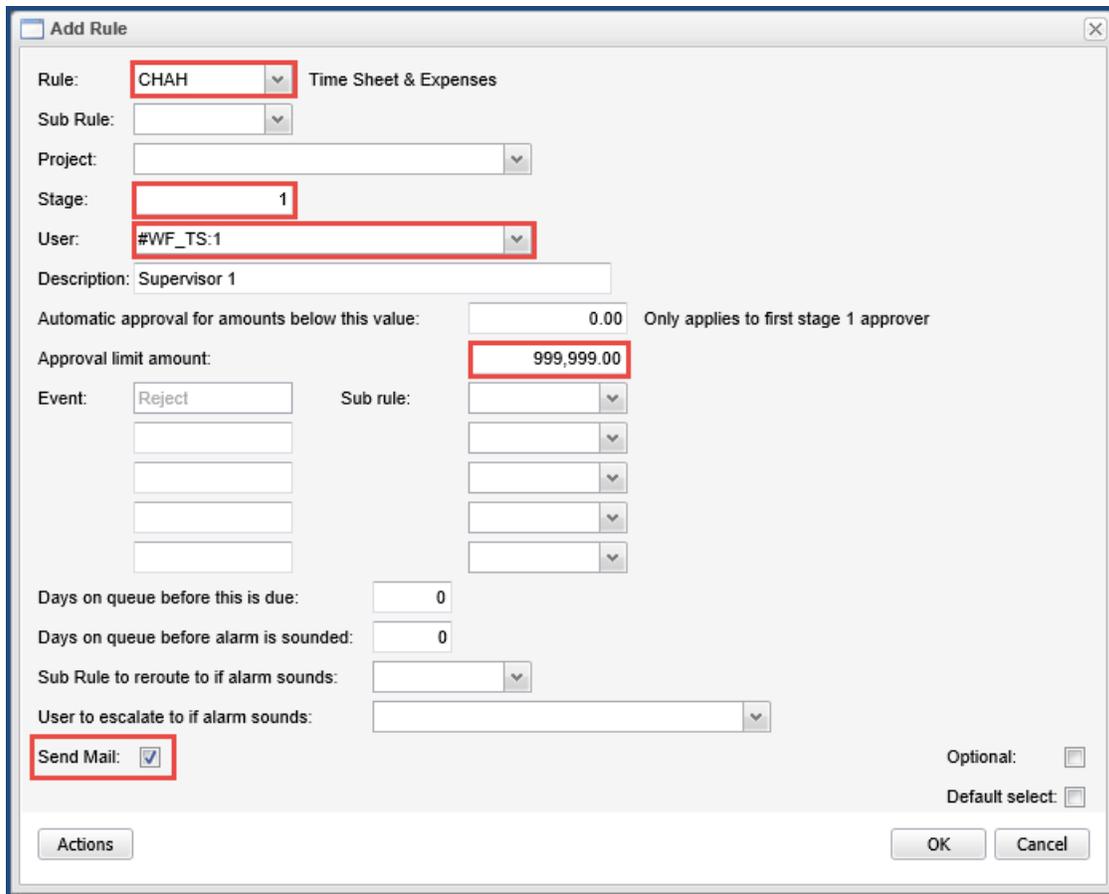


The screenshot shows the eCMS interface for setting up Workflow Rules. On the left is a navigation menu with the following items: My Approvals Queue, Workflow Master, Workflow Rules (highlighted with a red box), Enable Workflow, Workflow Sub Types, Checked out items, Proxy, and Queue. The main content area is titled 'Workflow Rules' and contains three action buttons: 'Add' (highlighted with a red box), 'Edit', and 'Delete'. Below the buttons is a table with the following headers: Rule, Sub Rule, Stage, and User. The table is currently empty, and the text 'No items to show.' is displayed at the bottom right of the table area.

# Human Resources Self Service (HRSS) Time Entry

## eCMS –Setup Workflow Rules:

Fill in the Outlined Fields



Add Rule

Rule: CHAH Time Sheet & Expenses

Sub Rule:

Project:

Stage: 1

User: #WF\_TS:1

Description: Supervisor 1

Automatic approval for amounts below this value: 0.00 Only applies to first stage 1 approver

Approval limit amount: 999,999.00

Event: Reject Sub rule:

Days on queue before this is due: 0

Days on queue before alarm is sounded: 0

Sub Rule to reroute to if alarm sounds:

User to escalate to if alarm sounds:

Send Mail:

Optional:

Default select:

Actions OK Cancel

# Human Resources Self Service (HRSS) Time Entry

## eCMS –Workflow Rules:

### Definitions:

**Rule:** This field is the Workflow Type that was activated in Enable Workflows (above)

**Stage:** Represents approval levels. For example, if there is only 1 approver, this value should be 1. If there are 2 approvers and the first approver has to see it before the second, a 2<sup>nd</sup> rule should be created with a Stage 2. If both approvers see it at the same time, then only 1 stage is required.

**User:** This field MUST be entered as follows – “#WF\_TS:1” to indicate that the approver is the person indicated in the Supervisor 1 field in the Payroll Master. #WF\_TS:2 is the approver from the Supervisor 2 field.

**Approval Limit Amount:** This must be 999,999 for the final approver. If there are two approvers (2 stages), put a 1 in stage 1 and all 9’s in stage 2.

**Send Mail:** check this to allow the approver to receive an email from the system.

#### Note:

In eCMS, make sure the employee has a Supervisor 1 and/or Supervisor 2 employee number designated in their Employee Master File if there will be 2 stages and/or 2 approvers. Otherwise only one of these is required (Depending on how the approval workflow is setup). Note that this program is looking at the Employee Master and NOT the Personnel Data File in HR. So, if these fields are being managed in HR, make sure the HR default to update the Employee Master is set to “Y”.

# Human Resources Self Service (HRSS) Time Entry

## eCMS – Example of 2 Approvers

Bottom right corner of the Employee Master:

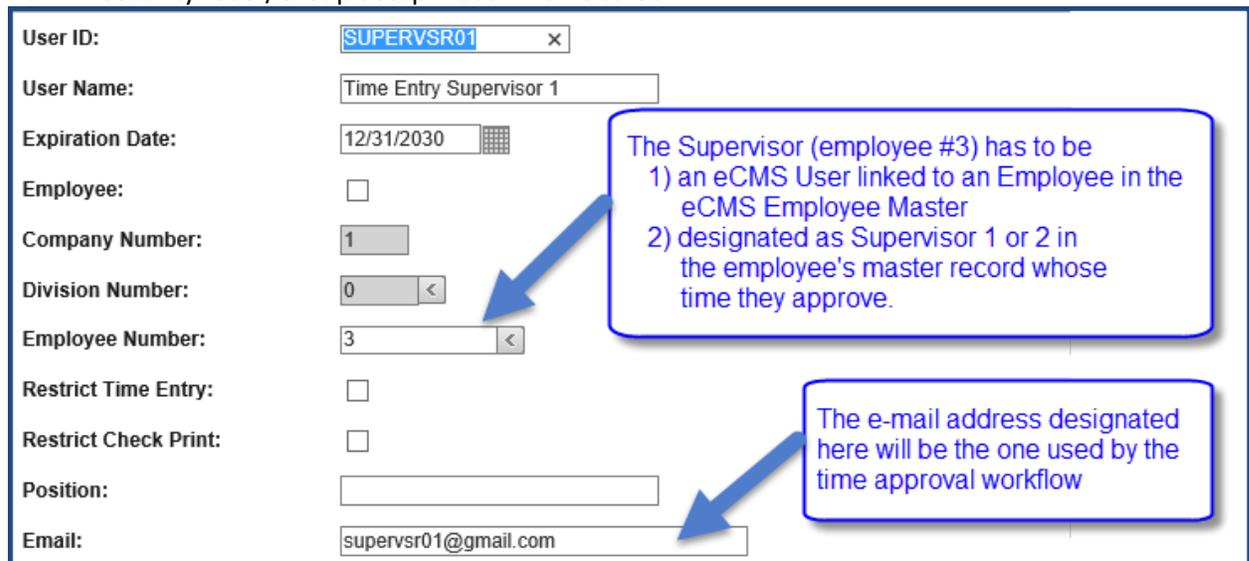
Shift:	<input type="text" value="1"/>	Subject to FICA:	<input checked="" type="checkbox"/>
Department:	<input type="text" value="6"/>	Subject to FUTA:	<input checked="" type="checkbox"/>
Gender:	<input type="text" value="Male"/>	Subject to RR T1 FICA-SS/MC:	<input type="text" value="NO-Both"/>
Marital Status:	<input type="text" value="Married"/>	Subject to RR T2 Pension:	<input type="checkbox"/>
Earned Income Credit:	<input type="text"/>	Subject to RR UI:	<input type="checkbox"/>
Tax Status:	<input type="text" value="M"/>	State Exempt:	<input type="checkbox"/>
Federal Exemptions:	<input type="text" value="2"/>	Minority Code:	<input type="text" value="0"/>
Federal Income Tax:	<input type="text" value="Yes"/>	Standard Cost:	<input checked="" type="checkbox"/>
Additional Amount:	<input type="text" value="25"/>	Pension:	<input type="checkbox"/>
Additional Percent:	<input type="text" value="0"/>	Exempt Certified:	<input type="text" value="No"/>
Occupation:	<input type="text"/>	Country:	<input type="text"/>
Description1:	<input type="text"/>	Supervisor 1:	<input type="text" value="3"/>
Description2:	<input type="text"/>	Company:	<input type="text" value="1"/>
SOC Code:	<input type="text"/>	Division:	<input type="text" value="0"/>
		Supervisor 2:	<input type="text" value="14"/>
		Company:	<input type="text" value="1"/>
		Division:	<input type="text" value="0"/>

# Human Resources Self Service (HRSS) Time Entry

## eCMS – User Setup

An eCMS User will need to be setup for each workflow approver. The e-mail address designated in the User's profile will be the one used by the Time Approval workflow.

Admin>Security>User/Group Setup – User Profile screen:



The screenshot shows the 'User Profile' screen in eCMS. The form fields are as follows:

User ID:	SUPERVSR01
User Name:	Time Entry Supervisor 1
Expiration Date:	12/31/2030
Employee:	<input type="checkbox"/>
Company Number:	1
Division Number:	0
Employee Number:	3
Restrict Time Entry:	<input type="checkbox"/>
Restrict Check Print:	<input type="checkbox"/>
Position:	
Email:	supervsr01@gmail.com

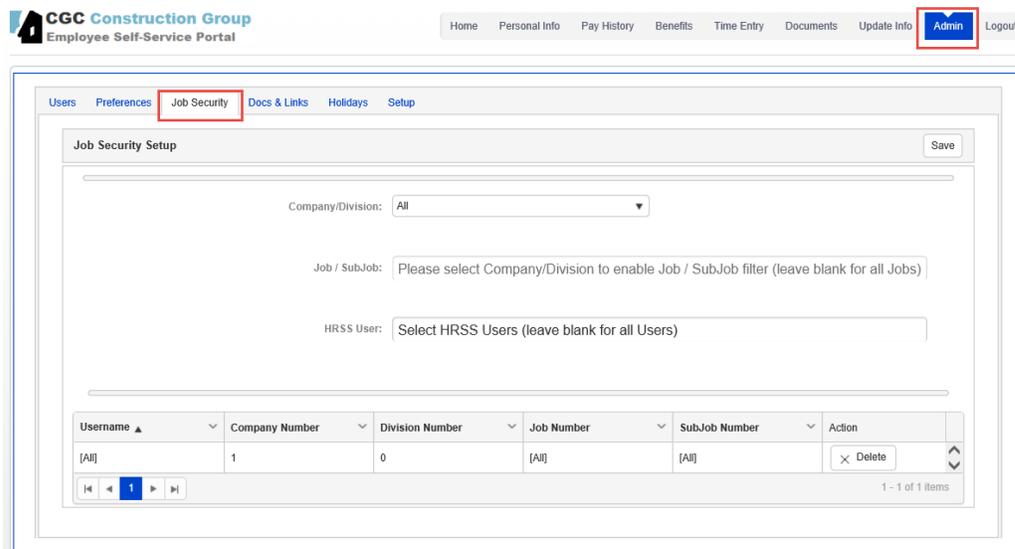
Two blue callout boxes with arrows provide additional information:

- The first callout points to the Employee Number field (3) and states: "The Supervisor (employee #3) has to be 1) an eCMS User linked to an Employee in the eCMS Employee Master 2) designated as Supervisor 1 or 2 in the employee's master record whose time they approve."
- The second callout points to the Email field (supervsr01@gmail.com) and states: "The e-mail address designated here will be the one used by the time approval workflow"

# Human Resources Self Service (HRSS) Time Entry

## HRSS Setup Procedures:

To control Job Security on the Time Entry screen, go to the Admin tab and select the Job Security tab (below). Once a company is selected, the Job list becomes active. Any restrictions are for all users or user specific (as opposed to Employee class, for example). Any settings/restrictions will be detailed in the table at the bottom of the screen. Click **SAVE** to save your settings before you leave the screen.



CGC Construction Group  
Employee Self-Service Portal

Home Personal Info Pay History Benefits Time Entry Documents Update Info **Admin** Logout

Users Preferences **Job Security** Docs & Links Holidays Setup

Job Security Setup Save

Company/Division: All

Job / SubJob: Please select Company/Division to enable Job / SubJob filter (leave blank for all Jobs)

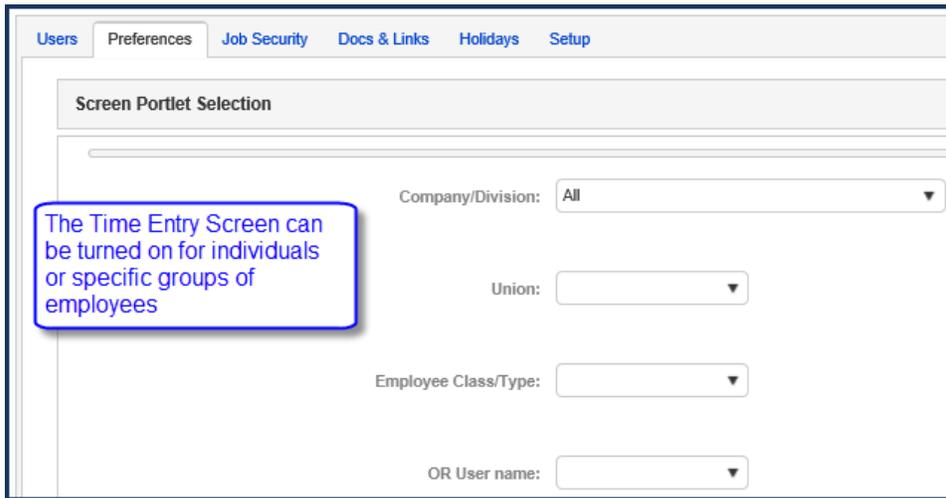
HRSS User: Select HRSS Users (leave blank for all Users)

Username ▲	Company Number	Division Number	Job Number	SubJob Number	Action
[All]	1	0	[All]	[All]	× Delete

1 - 1 of 1 items

## Human Resources Self Service (HRSS) Time Entry

Time Entry can be unveiled to individuals or to specific groups of users by selecting the appropriate options on the Preferences Tab



The screenshot shows the 'Preferences' tab in the HRSS interface. The 'Screen Portlet Selection' section contains four dropdown menus: 'Company/Division' (set to 'All'), 'Union', 'Employee Class/Type', and 'OR User name'. A blue callout box with a white background and a blue border contains the text: 'The Time Entry Screen can be turned on for individuals or specific groups of employees'.

The Hierarchical order for providing access to various sections within HRSS including Time Entry is as follows:

1. Company/User
2. Company/Union/Class
3. Company/Union
4. Company/Class
5. User
6. Company
7. All Blank (All Company – All Users)

# Human Resources Self Service (HRSS) Time Entry

## HRSS- Using Time Entry:

After logging in to HRSS, navigate to Time Entry by clicking the Time Entry Tab:



The HRSS Time Entry screen will display as illustrated below. Two sections appear: The Time Entry section for entering time and the Submitted Timesheets section to review status of previously submitted time.

Welcome Ron Brown Company/Division: Your Construction Company

Time Entry/History (Please select the Week Ending Date to begin Time Entry) Week Ending: 3/19/2017

Entry

➕ Add Row ✎ Edit Row 🗑 Delete Row ✅ Submit 📄 Copy Previous

Tools View As W/Job Desc 1 record

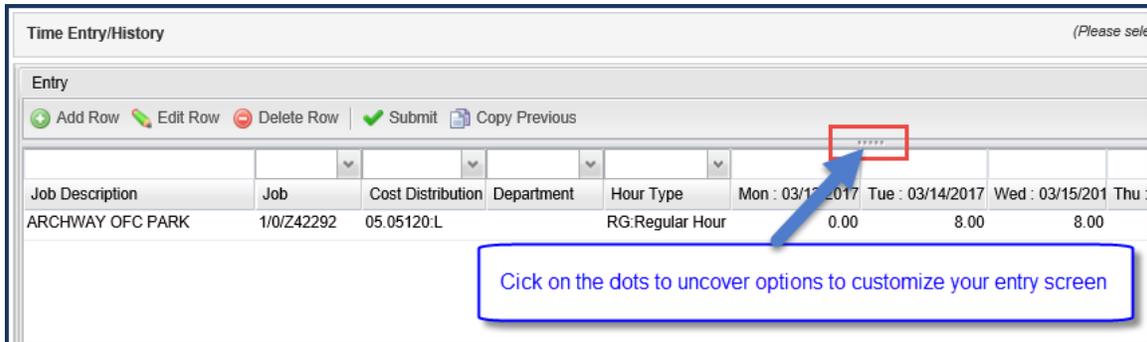
Job Description	Job	Cost Distribution	Department	Hour Type	Mon : 03/13/2017	Tue : 03/14/2017	Wed : 03/15/2017	Thu : 03/16/2017	Fri : 03/17/2017	Sat : 03/18/2017	Sun : 03/19/2017	Total Hours
ARCHWAY OFC PARK	1/0/24225	05 05120:L		RG Regular I		8.00	8.00	8.00	8.00	0.00	0.00	40.00
<b>Regular Hours...</b>					8.000	8.000	8.000	8.000	8.000	0.000	0.000	40.000
<b>Total Hrs: 8.000</b>					8.000	8.000	8.000	8.000	8.000	0.000	0.000	40.000

Submitted Timesheets

Week Ending	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Hours	Status
03/12/2017	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	Submitted
03/04/2017	0.00	10.00	10.00	8.00	8.00	8.00	0.00	44.00	Submitted
02/25/2017	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	Submitted
02/18/2017	0.00	10.00	10.00	8.00	8.00	8.00	0.00	44.00	Submitted
02/11/2017	0.00	0.00	8.00	8.00	8.00	8.00	0.00	32.00	Approved
02/04/2017	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	Submitted
01/28/2017	0.00	8.00	9.00	8.00	8.00	8.00	0.00	41.00	Approved

# Human Resources Self Service (HRSS) Time Entry

## HRSS- Customizing your Entry Screen:

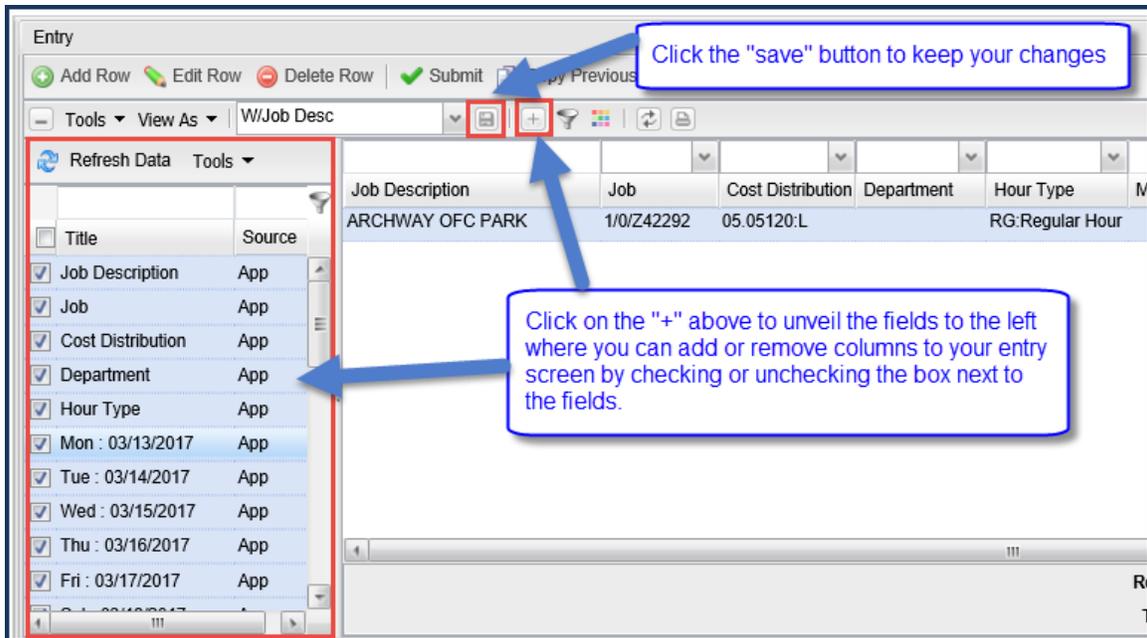


Time Entry/History (Please select)

Entry

Job Description	Job	Cost Distribution	Department	Hour Type	Mon : 03/13/2017	Tue : 03/14/2017	Wed : 03/15/2017	Thu : 03/16/2017
ARCHWAY OFC PARK	1/0/Z42292	05.05120:L		RG:Regular Hour	0.00	8.00	8.00	

Click on the dots to uncover options to customize your entry screen



Entry

Tools View As W/Job Desc

Refresh Data Tools

Title	Source
<input checked="" type="checkbox"/>	Job Description App
<input checked="" type="checkbox"/>	Job App
<input checked="" type="checkbox"/>	Cost Distribution App
<input checked="" type="checkbox"/>	Department App
<input checked="" type="checkbox"/>	Hour Type App
<input checked="" type="checkbox"/>	Mon : 03/13/2017 App
<input checked="" type="checkbox"/>	Tue : 03/14/2017 App
<input checked="" type="checkbox"/>	Wed : 03/15/2017 App
<input checked="" type="checkbox"/>	Thu : 03/16/2017 App
<input checked="" type="checkbox"/>	Fri : 03/17/2017 App

Job Description	Job	Cost Distribution	Department	Hour Type
ARCHWAY OFC PARK	1/0/Z42292	05.05120:L		RG:Regular Hour

Click the "save" button to keep your changes

Click on the "+" above to unveil the fields to the left where you can add or remove columns to your entry screen by checking or unchecking the box next to the fields.



Save View

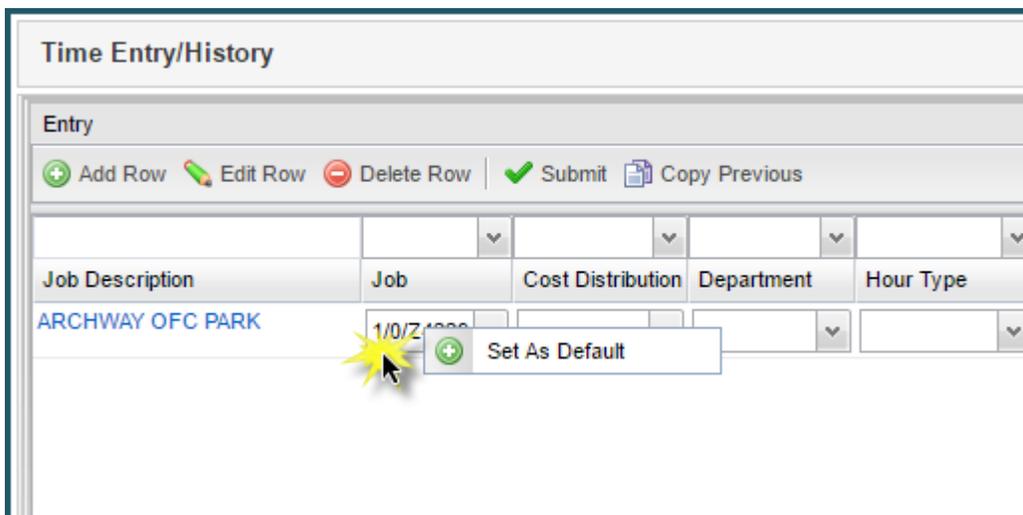
View ID : W/Job Desc x

Save Close

# Human Resources Self Service (HRSS) Time Entry

## HRSS- Customizing your Entry Screen:

Setting Field Defaults – Right Click on a value in a field and click on “Set As Default” to have the Time Entry screen save the value selected as the default value for adding time in the future.



The screenshot shows the 'Time Entry/History' interface. At the top, there is a header 'Time Entry/History'. Below it is a section titled 'Entry' with a toolbar containing 'Add Row', 'Edit Row', 'Delete Row', 'Submit', and 'Copy Previous'. The main area is a table with the following columns: Job Description, Job, Cost Distribution, Department, and Hour Type. The first row has the value 'ARCHWAY OFC PARK' in the Job Description column and '1/0/Z' in the Job column. A context menu is open over the '1/0/Z' value, with a yellow starburst effect around the mouse cursor pointing to the 'Set As Default' option.

Job Description	Job	Cost Distribution	Department	Hour Type
ARCHWAY OFC PARK	1/0/Z			

## HRSS-Entering Time:

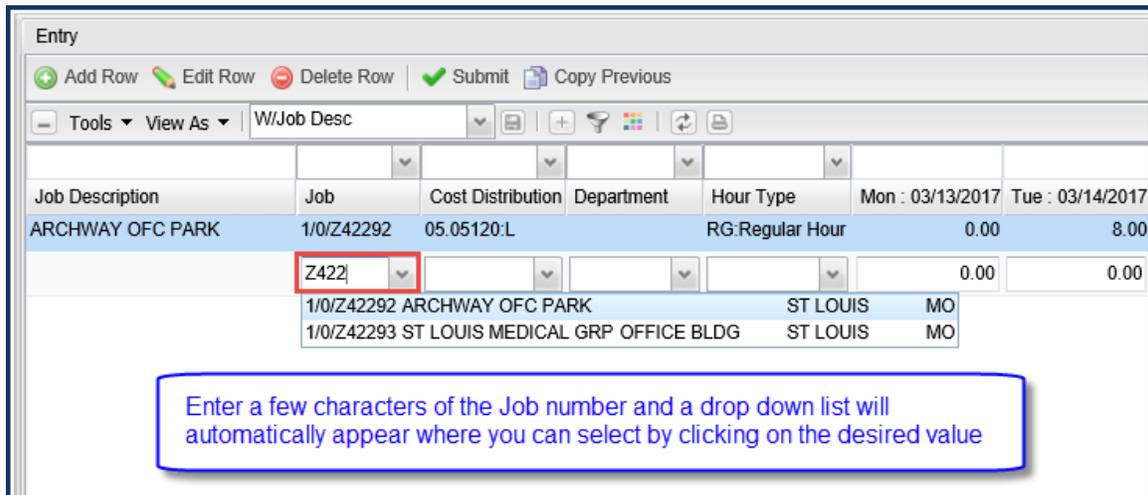
For Entering time, make sure the Week Ending date is correct. Five buttons are available that perform the following functions:

- **Add Row** – Use this button to add additional lines for Jobs/Cost Distributions.
- **Edit Row** – Enter time for a given row and press the enter key. This locks down the row and calculates the total hours for the row. Use Edit Row to unlock the row and make any desired changes. Or Double Click on a row and it will go into Edit mode.
- **Delete Row** – Delete a row to remove the time prior to submitting it.
- **Submit** – Once all time has been entered, click the Submit button to start the workflow and send the time to the first approver. The time will then move to the lower section, Submitted Timesheets with a “Submitted” status.
- **Copy Previous** – This will copy the previous week ending date’s information and display it in the Time Entry section.

## HRSS-Keying Time:

Time can be entered by day for job costed time to a job number and cost distribution or to a department for time that is not Job Costed.

When entering time, start typing the first few digits of the value and the screen will display all values that start with those characters.



Entry

+ Add Row ✎ Edit Row ✖ Delete Row ✓ Submit 📄 Copy Previous

Tools View As W/Job Desc

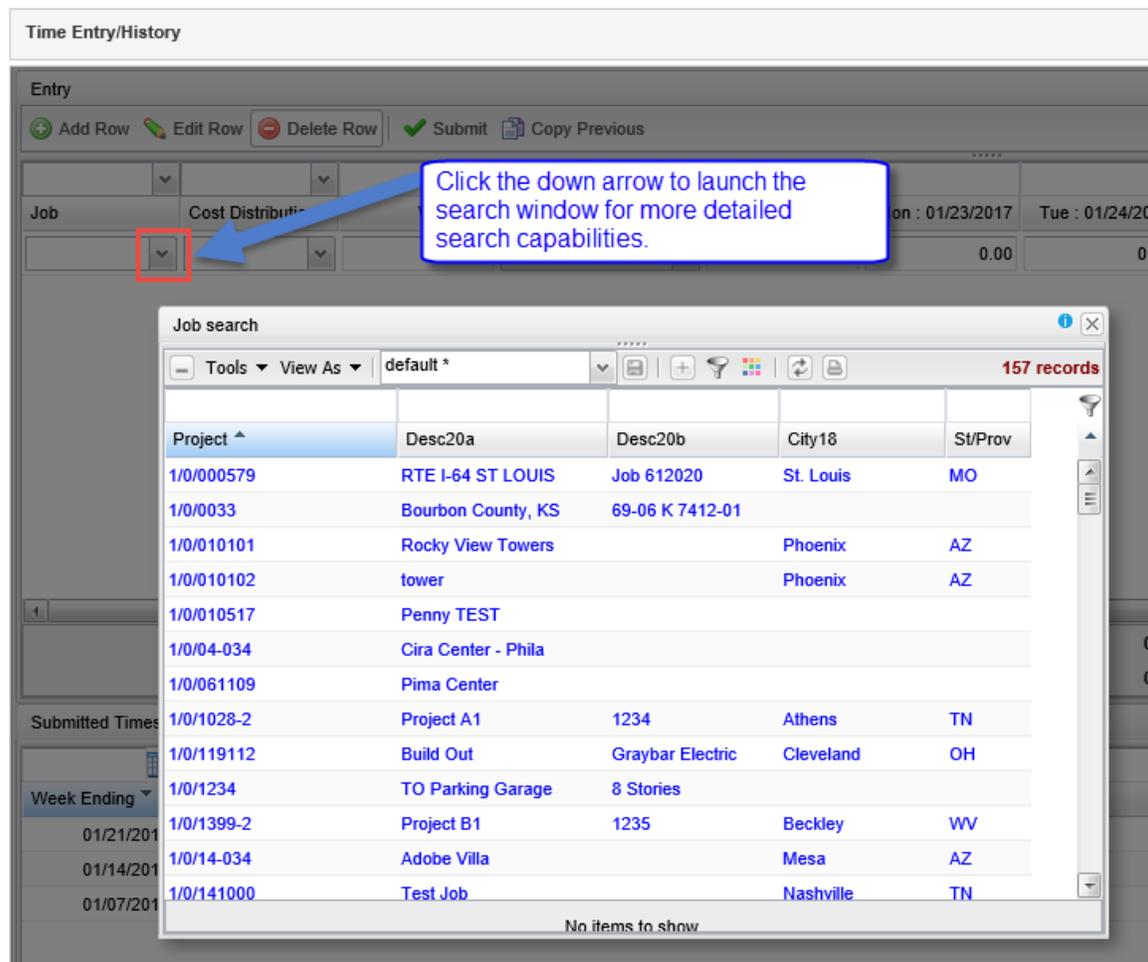
Job Description	Job	Cost Distribution	Department	Hour Type	Mon : 03/13/2017	Tue : 03/14/2017
ARCHWAY OFC PARK	1/0/Z42292	05.05120:L		RG:Regular Hour	0.00	8.00
	Z422				0.00	0.00
	1/0/Z42292	ARCHWAY OFC PARK		ST LOUIS	MO	
	1/0/Z42293	ST LOUIS MEDICAL GRP OFFICE BLDG		ST LOUIS	MO	

Enter a few characters of the Job number and a drop down list will automatically appear where you can select by clicking on the desired value

# Human Resources Self Service (HRSS) Time Entry

## HRSS-Keying Time:

Click on the down arrow to search within the prompt window



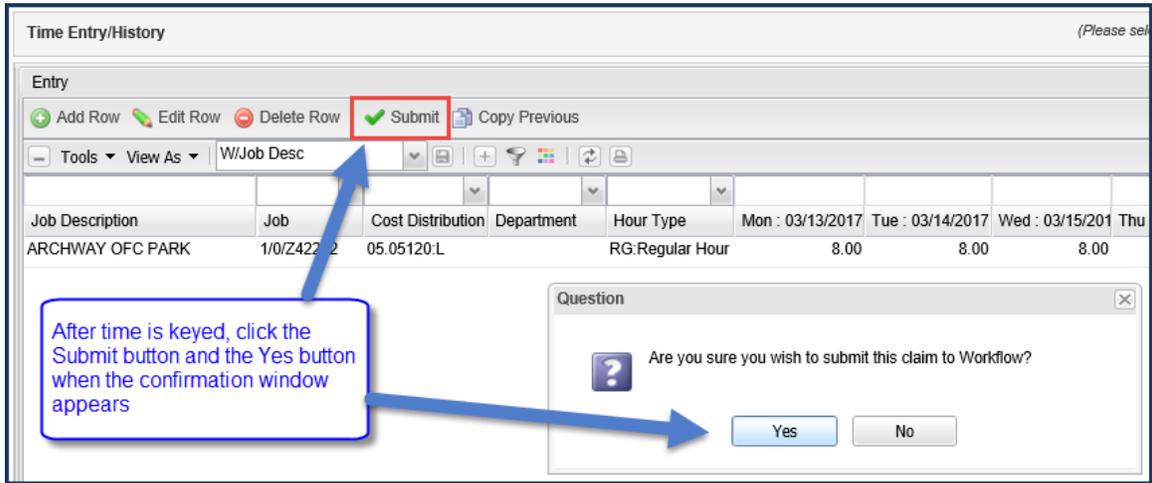
The screenshot shows the 'Time Entry/History' interface. A red box highlights a down arrow in the 'Job' column. A blue callout box points to this arrow with the text: 'Click the down arrow to launch the search window for more detailed search capabilities.' Below the main interface, a 'Job search' window is open, displaying a table of 157 records. The table has columns for Project, Desc20a, Desc20b, City18, and St/Prov. The records include various projects such as 'RTE I-64 ST LOUIS', 'Bourbon County, KS', 'Rocky View Towers', 'tower', 'Penny TEST', 'Cira Center - Phila', 'Pima Center', 'Project A1', 'Build Out', 'TO Parking Garage', 'Project B1', 'Adobe Villa', and 'Test Job'.

Project	Desc20a	Desc20b	City18	St/Prov
1/0/000579	RTE I-64 ST LOUIS	Job 612020	St. Louis	MO
1/0/0033	Bourbon County, KS	69-06 K 7412-01		
1/0/010101	Rocky View Towers		Phoenix	AZ
1/0/010102	tower		Phoenix	AZ
1/0/010517	Penny TEST			
1/0/04-034	Cira Center - Phila			
1/0/061109	Pima Center			
1/0/1028-2	Project A1	1234	Athens	TN
1/0/119112	Build Out	Graybar Electric	Cleveland	OH
1/0/1234	TO Parking Garage	8 Stories		
1/0/1399-2	Project B1	1235	Beckley	WV
1/0/14-034	Adobe Villa		Mesa	AZ
1/0/141000	Test Job		Nashville	TN

Suggestion – Edit the prompt list for the cost distribution to only show Labor cost types. Make that the default view.

## Human Resources Self Service (HRSS) Time Entry

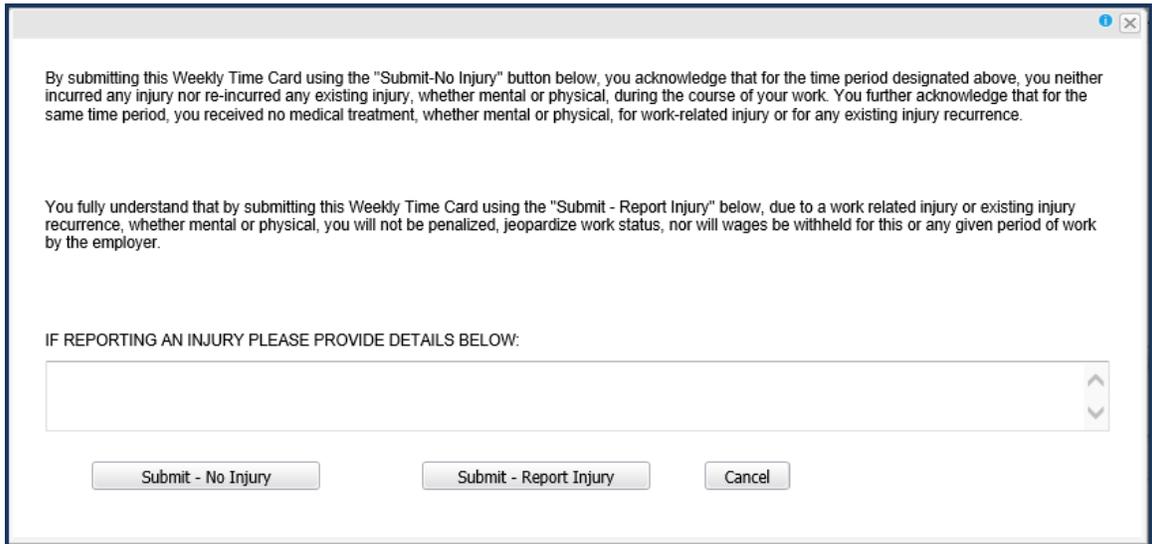
### HRSS-Submitting Time:



The screenshot shows the 'Time Entry/History' interface. At the top, there are buttons for 'Add Row', 'Edit Row', 'Delete Row', 'Submit', and 'Copy Previous'. The 'Submit' button is highlighted with a red box. Below the buttons is a table with columns: Job Description, Job, Cost Distribution, Department, Hour Type, Mon: 03/13/2017, Tue: 03/14/2017, Wed: 03/15/2017, and Thu. The first row contains: ARCHWAY OFC PARK, 1/0/Z422 2, 05.05120:L, RG:Regular Hour, 8.00, 8.00, 8.00. A blue box with text and an arrow points to the 'Submit' button. Another blue box with text and an arrow points to the 'Yes' button in a confirmation dialog box that says 'Are you sure you wish to submit this claim to Workflow?' with 'Yes' and 'No' buttons.

After time is keyed, click the Submit button and the Yes button when the confirmation window appears

After clicking “yes” on the confirmation screen above, the window below appears to allow the employee to report a work related injury. If no injury is to be reported simply click the “Submit-No Injury” button.



The screenshot shows a confirmation window with the following text:

By submitting this Weekly Time Card using the "Submit-No Injury" button below, you acknowledge that for the time period designated above, you neither incurred any injury nor re-incurred any existing injury, whether mental or physical, during the course of your work. You further acknowledge that for the same time period, you received no medical treatment, whether mental or physical, for work-related injury or for any existing injury recurrence.

You fully understand that by submitting this Weekly Time Card using the "Submit - Report Injury" below, due to a work related injury or existing injury recurrence, whether mental or physical, you will not be penalized, jeopardize work status, nor will wages be withheld for this or any given period of work by the employer.

IF REPORTING AN INJURY PLEASE PROVIDE DETAILS BELOW:

Submit - No Injury      Submit - Report Injury      Cancel

Once Submitted the Approver(s) will get an email with the following detail:

Timesheet for:	<b>2:Ron Brown Jr.</b>
Week ending:	<b>3/19/2017</b>
Claim No:	<b>14</b>
Total Hours:	<b>40.00</b>

The Email to the Approver(s) will contain this detail along with an attached PDF of the employee's time card (below)



Timesheet Report																
Date:		03/22/2017														
Claim No:		14														
For		2:Ron Brown Jr.														
Timesheet																
Line No	Date	Job	Work Stage	Activity	Extras	Comments	Rate	Weekly Hours	Monday 03/13/2017	Tuesday 03/14/2017	Wednesday 03/15/2017	Thursday 03/16/2017	Friday 03/17/2017	Saturday 03/18/2017	Sunday 03/19/2017	
1	3/19/2017	1/0/242292 ARCHWAY OFC PARK					RG:Regular Hour	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	
								<b>0.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>		
Approval History																
Status:		Passed to next stage														
Stage	Approval Type	User	User Name	Date	Value	Status										
0	Stage Complete	HRSS-jbruce	Ron Brown	3/22/2017	1.0000	In Progress										

# Human Resources Self Service (HRSS) Time Entry

## HRSS-Reviewing & Approving Time Using Email:

Time is reviewed by opening the PDF attachment in the Email.

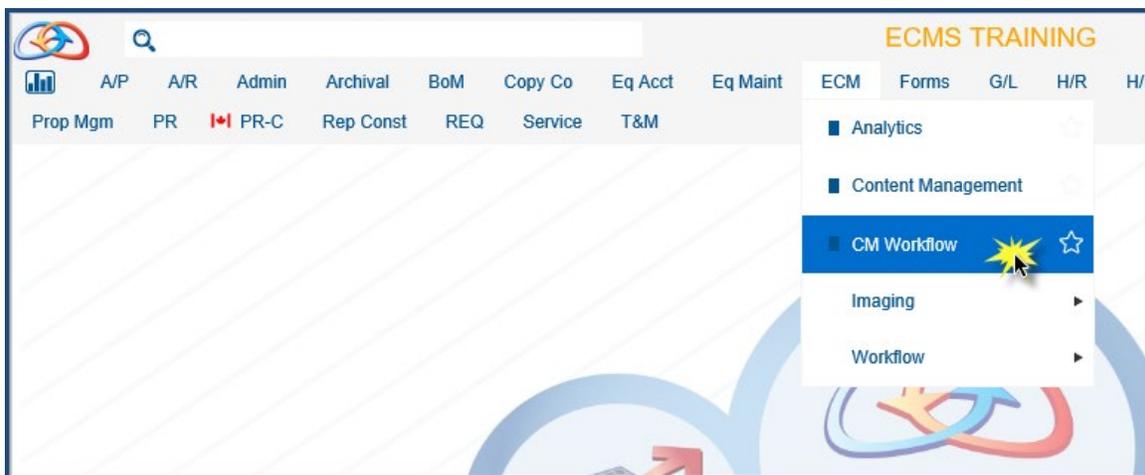
To approve, simply click REPLY to the email notification and type "Approve" and SEND. This will approve the time in the workflow and, if this is the final approval, post it to the Timecard Import File (PRTIND). The time will now show as Approved on the Employee's Time Entry screen in HRSS.



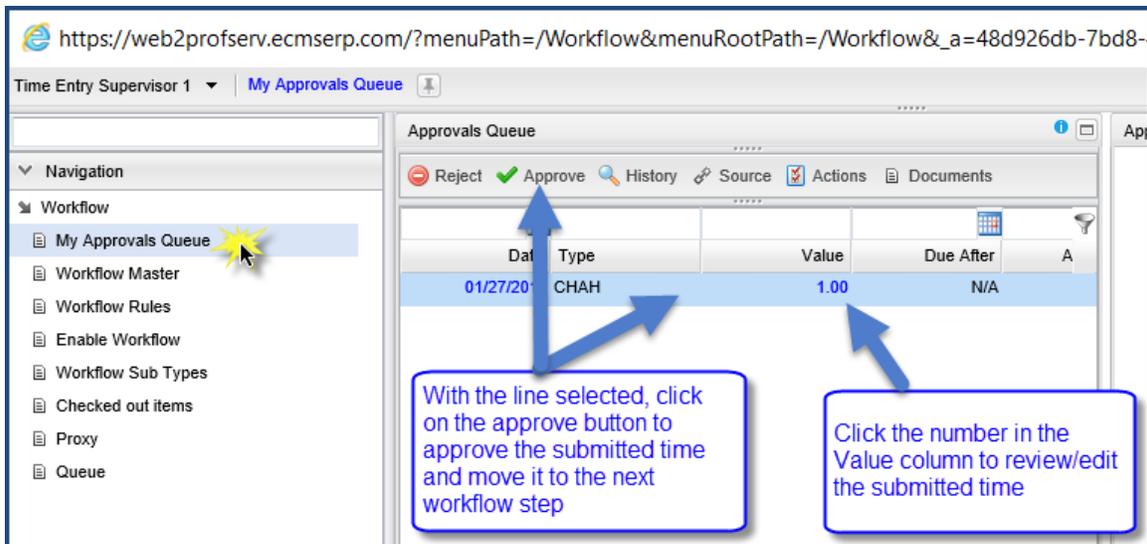
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### HRSS-Reviewing & Approving Time Using the CM Approvals Queue:

Another way to approve timecards is to log into eCMS and navigate to CM Workflow.



Click My Approvals Queue to see the time cards needing approval.



Time Entry Supervisor 1 | My Approvals Queue

Approvals Queue

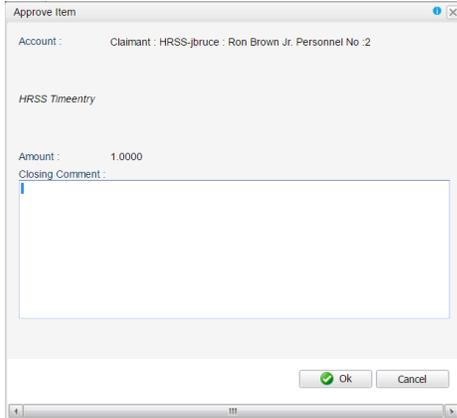
Reject Approve History Source Actions Documents

Date	Type	Value	Due After	A
01/27/20	CHAH	1.00	N/A	

With the line selected, click on the approve button to approve the submitted time and move it to the next workflow step

Click the number in the Value column to review/edit the submitted time

Once the Approve button is clicked a window appears to enter notes. These notes do not flow to PRTIND but stay with the record in Web2. Click OK to continue.



The screenshot shows a dialog box titled "Approve Item" with a close button in the top right corner. The dialog contains the following text and fields:

- Account : Claimant : HRSS-jbruce : Ron Brown Jr. Personnel No :2
- HRSS Timeentry
- Amount : 1.0000
- Closing Comment : [A large empty text area for entering comments]
- At the bottom, there are two buttons: "Ok" (with a green checkmark icon) and "Cancel".



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