

## Manager Self Service/HRIS eTime Approval Process for Supervisors

The HRIS eTime entry/approval process replaces the hard copy time document, allows hourly/nonexempt employees to enter time on-line, and activates/automates workflow (e-mail notification) for the approval process. After employee completes and submits their eTime document for approval, designated supervisor receives the following e-mail notification.

### E-mail Notification:



**Reported time needs approval for Lname,Fname, MM/DD/YY - MM/DD/YY**  
(Pay Period Begin Date - Pay Period End Date)

To access the Approval page, click on the following link: [HRIS Approval Page](#)

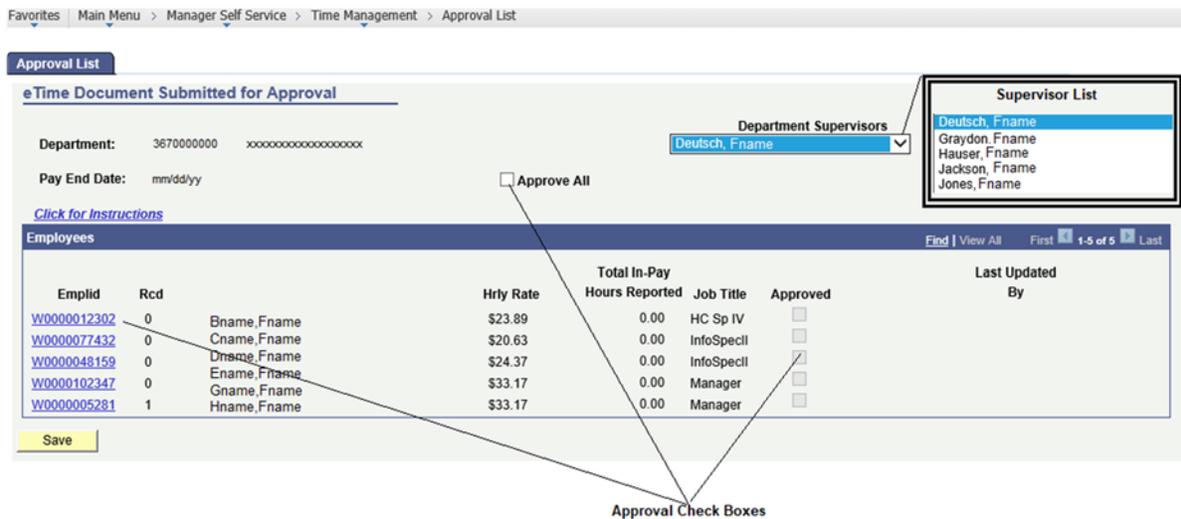
This is a system-generated email. Do not reply to this email.

**Note: E-mail notification includes HRIS Link (i.e., HRIS Approval Page).**

To approve or reject eTime entry:

1) Click on **HRIS Approval Page** link within E-mail notification or access HRIS <https://hris.k-state.edu/> and login using K-State eID and password.

2) Select **Manager Self Service > Time Management > Approval List**



3) Approve or Reject Reported Hours

- A. Select a Department Supervisor, if appropriate
- B. Approve or Reject Reported Hours

### To Approve Hours

- ... Turn on the **Approve All** check box, or
- ... turn on the **Approved** check box for each employee, or
- ... click on **EmplID** (Employee ID) to access/view eTime document for employee.

**To Reject Hours,** click on EmplID to access/view eTime document and select the reject button to identify “Rejected” reason.

Regular Hours	4.00	4.00	4.00	4.00	4.00	
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When classes and/or final exams are in session, student employees are limited to 30 hours/week and student employees who hold a F-1 or J-1 visa are limited to 20 hours/week. [KSU PPM, Chapter 4720](#)

REJECTED Reason: **My records indicate that no hours were worked on Friday, MM/DD/YYYY Please correct. Thanks!**

Hours have been submitted for approval.

APPROVE     REJECT

#### 4) Select Save and Sign Out

##### Additional Details

eTime entry needs approved each pay period prior to 5:00 p.m. on the Monday following pay period end date for a timely paycheck. Timelines: <http://www.k-state.edu/hcs/work-life/ess/recordetime.html>

**Supervisors: Select yourself or another department supervisor from the list.** After selecting supervisor, employees who report to designated supervisor will appear and those who have completed and submitted their eTime document for approval will appear with recorded hours.

##### Approve or Reject Reported Hours:

After approving hours, an automatic **e-mail notification advises** employee and supervisor. In addition, hours advance for payroll processing. For employees who do not report/submit hours, approval boxes will appear grey.

After rejecting hours, an automatic **e-mail notification advises** employee and the supervisor. The employee will be responsible for making the adjustment and **resubmitting for approval** prior to the on-line entry/approval deadline.

**For security purposes, always save and sign out of HRIS before closing web browser.**



Note: If an employee does not appear on the approval list or approval needs processed after the deadline, please contact your HCS department liaison or timekeeper.