

## Instructions to Confirm Time

Managers with PeopleSoft system approved time will receive an auto-generated email from [Summit\\_Delivers@umassp.edu](mailto:Summit_Delivers@umassp.edu) that includes a link to Summit.

Subject: Action Required: System Time Approval Needed

### Action Required: System Time Approval Needed

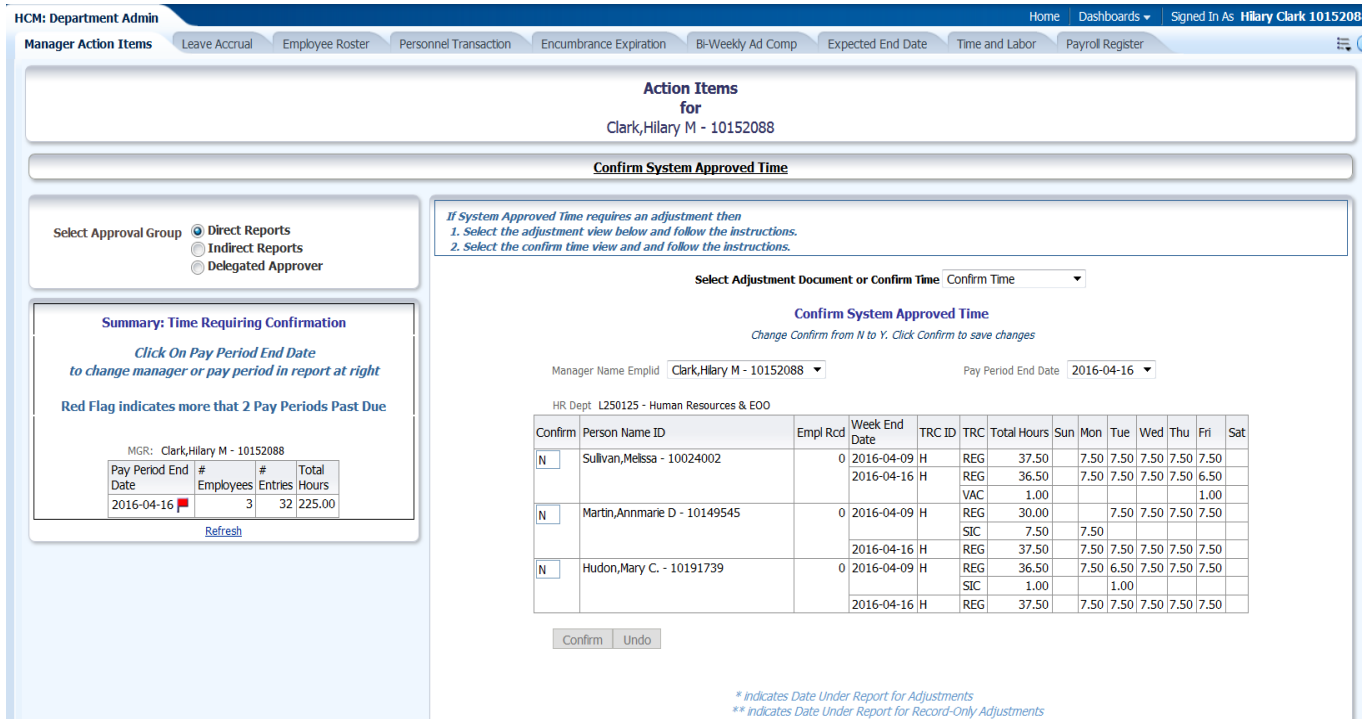
You have unapproved payroll time paid to your employee/s that requires your confirmation.

**Time that remains unconfirmed for more than for 2 pay periods will cause a notification to be sent to your direct manager.**

Please follow the link below to the SUMMIT dashboard HCM: Department Admin where you can review and confirm time. A link to your campus's instruction is available there.

[https://prd.umass-summit.net/analytics/HCM\\_DeptAdmin](https://prd.umass-summit.net/analytics/HCM_DeptAdmin)

1. Access the link, log into Summit and from the **HCM: Department Admin** dashboard, review the **Manager Action Items** tab.



The screenshot shows the 'HCM: Department Admin' dashboard with the 'Manager Action Items' tab selected. The main content area is titled 'Action Items for Clark, Hilary M - 10152088' and 'Confirm System Approved Time'. On the left, there is a 'Summary: Time Requiring Confirmation' box with a table showing 3 employees and 32 total hours for the pay period ending 2016-04-16. The main area contains a table of employee records with columns for Confirm, Person Name ID, Empl Rcd, Week End Date, TRC ID, TRC, Total Hours, and days of the week. The table shows records for Sullivan, Melissa; Martin, Annmarie D; and Hudon, Mary C. The 'Confirm' column contains 'N' for unconfirmed and 'Y' for confirmed. A 'Confirm' button is visible at the bottom of the table.

Confirm	Person Name ID	Empl Rcd	Week End Date	TRC ID	TRC	Total Hours	Sun	Mon	Tue	Wed	Thu	Fri	Sat
N	Sullivan, Melissa - 10024002	0	2016-04-09	H	REG	37.50		7.50	7.50	7.50	7.50	7.50	
			2016-04-16	H	REG	36.50		7.50	7.50	7.50	7.50	6.50	
					VAC	1.00							1.00
N	Martin, Annmarie D - 10149545	0	2016-04-09	H	REG	30.00			7.50	7.50	7.50	7.50	
			2016-04-16	H	REG	37.50		7.50	7.50	7.50	7.50	7.50	
					SIC	7.50							
N	Hudon, Mary C. - 10191739	0	2016-04-09	H	REG	36.50		7.50	6.50	7.50	7.50	7.50	
			2016-04-16	H	REG	37.50		7.50	7.50	7.50	7.50	7.50	
					SIC	1.00		1.00					

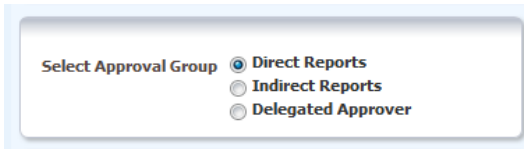
2. Review the system approved time that is displayed for each employee.
3. Confirm that the time is accurate and update the "N" to a "Y" in the Confirm column and click the Confirm button which approves the time. If the time needs to be corrected follow the next set of instructions "Instructions to Correct Time".

## Instructions to Correct Time

1. If the time is incorrect you must still **confirm** that you reviewed the time by placing a “Y” in the confirm column.
2. To make a correction, submit a timesheet correction to payroll for processing and email it to: [payrollumms@umassmed.edu](mailto:payrollumms@umassmed.edu). The form is located payroll section of the HR forms intranet page <https://inside.umassmed.edu/hr/forms/home/>.

## Select Approval Group: Indirect Reports and Delegates

If applicable, you may see the following radio buttons on the page in the “Select Approval Group” section:



Select Approval Group  Direct Reports  
 Indirect Reports  
 Delegated Approver

- Direct Reports – displays system approved time for employees that report directly to you.
- Indirect Reports – displays system approved time for employees that report to one of your direct reports. You may have multiple options under the Manager Name Emplid ID drop down if you have more than one indirect report.
- Delegated Approver- displays system approved time for employees that report to managers that you are a delegated approver for. You may have multiple selections under the “TL Group ID” drop down if you are a delegate for more than one manager.

Toggle between the three choices to review and approve time following the steps above.

## Summary: Time Requiring Confirmation Report

The pay periods that need to be approved are included in this report which can be found on the left side of the page. A red flag indicates that the time is more than two pay periods overdue for confirming. Double click on the Pay Period End Date to display the details in the main screen for review and updating.

**\*Note- when you change Approval Groups, click the Refresh link below the Summary report.**



Select Approval Group  Direct Reports  
 Indirect Reports  
 Delegated Approver

**Summary: Time Requiring Confirmation**  
*Click On Pay Period End Date to change manager or pay period in report at right*  
Red Flag indicates more that 2 Pay Periods Past Due

MGR: Clark, Hilary M - 10152088

Pay Period End Date	# Employees	# Entries	Total Hours
2016-04-16	3	32	225.00

Refresh