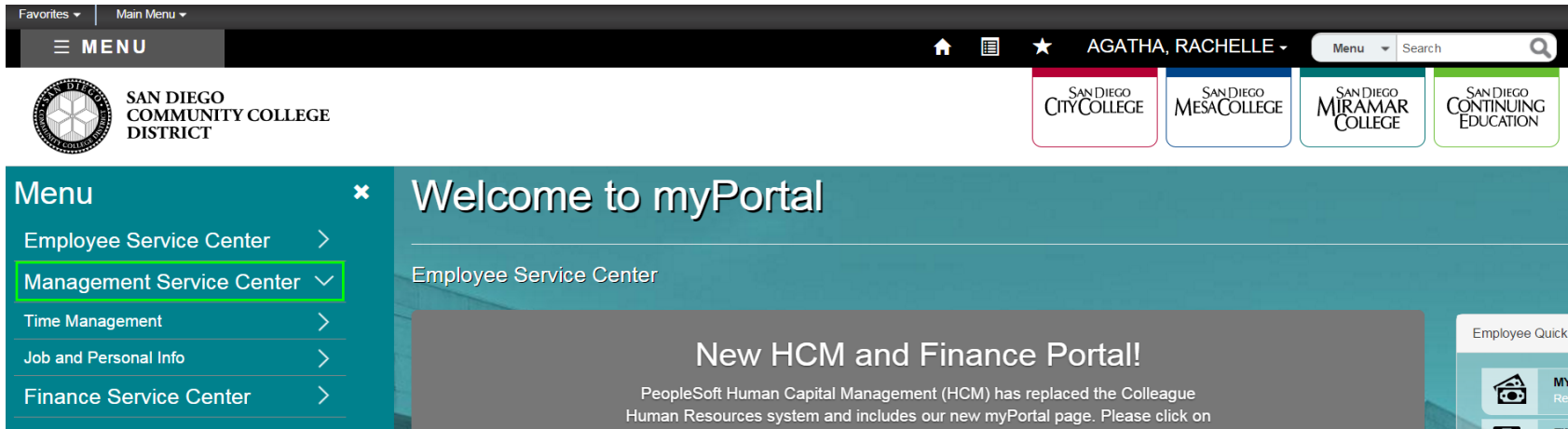


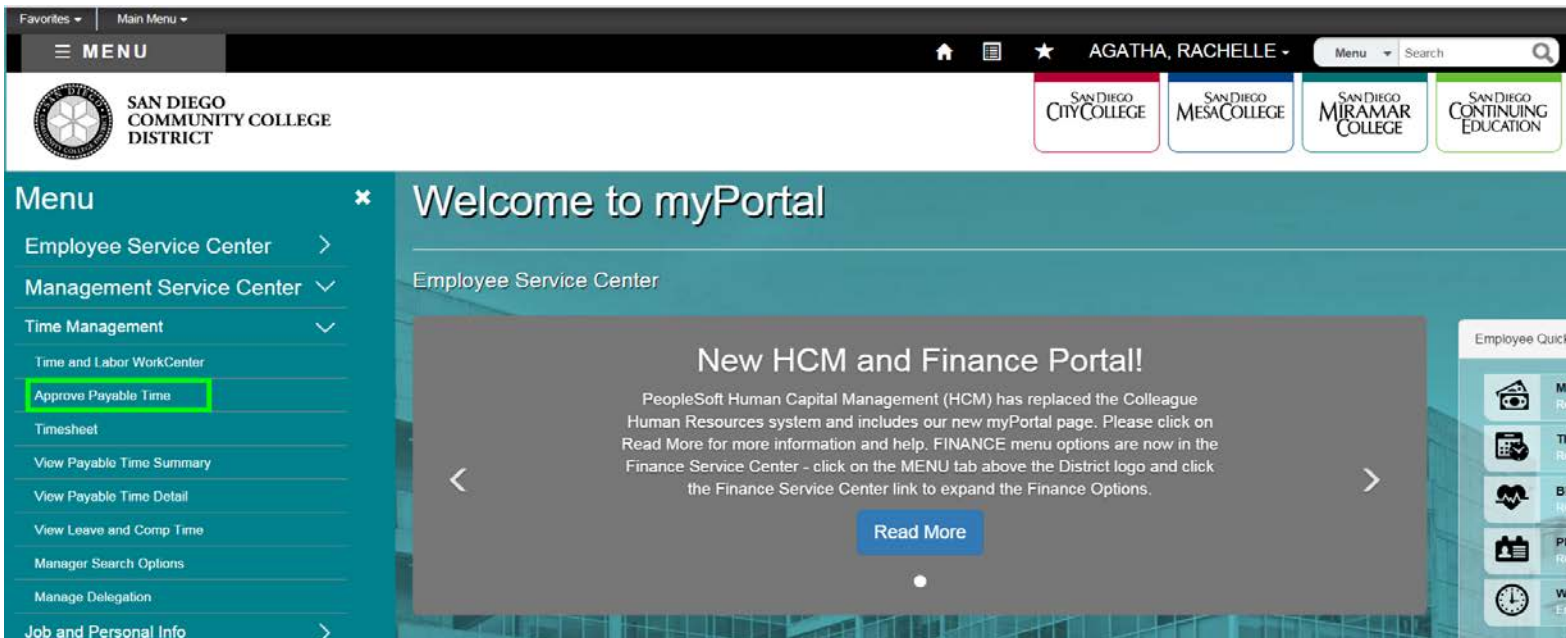
MESA HCM JOB AID

MANAGER SERVICE CENTER - APPROVE TIME PAYABLE

- 1 The **Manager Service Center** is where managers will perform Manager related tasks.



- 2 Select the **Approve Time Payable**



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MANAGER SERVICE CENTER - APPROVE TIME PAYABLE

3 Once selected, the menu will open with your job code pre-populated

Approve Payable Time
Approve Time for Time Reporters

Employee Selection

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	002255
Location Code	<input type="text"/>
North American Pay Group	<input type="text"/>
Workgroup	<input type="text"/>
Position Number	<input type="text"/>

Get Employees
Clear Criteria
Save Criteria

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MANAGER SERVICE CENTER - APPROVE TIME PAYABLE

4 There are several options you can use on this menu

A You may adjust the dates to see different time periods

Reports To Position Number	<input type="text" value="002255"/>	
Location Code	<input type="text"/>	
North American Pay Group	<input type="text"/>	
Workgroup	<input type="text"/>	
Position Number	<input type="text"/>	

No employees were returned for the time period specified.

Change Time in View

Start Date	<input type="text" value="12/28/2015"/>		End Date	<input type="text" value="01/31/2016"/>		
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[Time Administration Run Control](#)
[Manager Self Service](#)
[Time Management](#)

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B Refresh the dates and more employees will appear. Then select the employee you would like to review.

Reports To Position Number	<input type="text" value="002255"/>	
Location Code	<input type="text"/>	
North American Pay Group	<input type="text"/>	
Workgroup	<input type="text"/>	
Position Number	<input type="text"/>	

Change Time in View

Start Date

End Date

Employees For Rachelle Agatha

Time Summary

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Total Payable Hours	Comp Time Eaned	Comp Time Taken
<input type="checkbox"/>	Hedgecoth	Penny	[REDACTED]	0	Dist Repro Digital Prod Supv	[REDACTED]	0.00	[REDACTED]

[Time Administration Run Control](#)
[Manager Self Service](#)

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MANAGER SERVICE CENTER - APPROVE TIME PAYABLE

5 Next is the **View Time Payable Time Summary**

- A The Reports To should prepopulate with your position number. You can search by any of the criteria, save the criteria, and clear the criteria. Select the dates at the bottom.
- B After selection criteria are entered, press **Get Employees**

The screenshot displays the HCM system interface. On the left is a teal sidebar menu with the following items: Employee Service Center, Management Service Center, Time Management (with sub-item Time and Labor WorkCenter), Approve Payable Time, Timesheet, View Payable Time Summary (highlighted with a green box), View Payable Time Detail, View Leave and Comp Time, Manager Search Options, Manage Delegation, Job and Personal Info, and Finance Service Center. The main content area is titled 'Employee Selection' and contains a table for 'Employee Selection Criteria' with columns for 'Selection Criterion' and 'Selection Criterion Value'. The 'Reports To Position Number' field is populated with '002255' and is highlighted with a green box. To the right of the table are three buttons: 'Get Employees' (highlighted with a green box), 'Clear Criteria', and 'Save Criteria'. Below the table is a 'Refresh Timesheet' section with 'Start Date' set to 01/22/2016 and 'End Date' set to 01/28/2016 (both highlighted with green boxes). A red circle highlights a refresh icon next to the end date.

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MANAGER SERVICE CENTER - APPROVE TIME PAYABLE

C Select the employee to view

Start Date End Date

Employees For Rachelle Agatha Personalize | Find | First

Time Reporters Demographics

Last Name	First Name	Employee ID	Employment Record	Job Title	Hours to be Approved	Hours Approved or Submitted	Denied Hours
Dang	Lynn	[REDACTED]	0	Accounting Supervisor	0.000000	0.000000	0.000000
Fernandez	Francisco	[REDACTED]	0	Receiving Stockroom Supervisor	0.000000	0.000000	0.000000
Garcia	Erica	[REDACTED]	0	Accounting Supervisor	0.000000	0.000000	0.000000
George	Taj	[REDACTED]	0	Administrative Technician	0.000000	0.000000	0.000000
Hedgecoth	Penny	[REDACTED]	0	Dist Repro Digital Prod Supv	0.000000	1.500000	0.000000
Lasko	Lynn	[REDACTED]	0	Business Office Support Supv	0.000000	0.000000	0.000000

D You may review one employee by moving through the weeks or changing the dates

Payable Time Summary

Employee ID [REDACTED]
Employment Record 0

Actions ▾

Start Date End Date

Previous Employee Next Employee

There is no time returned for the selected date range. (01/22/2016 - 01/28/2016)

Payable Time From 01/22/2016 To 01/28/2016

Time Reporting Code	Description	Total Quantity	Type	Fri 1/22	Sat 1/23	Sun 1/24	Mon 1/25	Tue 1/26	Wed 1/27	Thu 1/28	Cu

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MANAGER SERVICE CENTER - APPROVE TIME PAYABLE

E This allows for manager review by employee, or other criteria, at any given time.

Payable Time Summary

Employee ID [REDACTED]
Employment Record 0

Actions ▾

Start Date 02/05/2016  

Previous Week Next Week

End Date 02/11/2016

Previous Employee Next Employee

Payable Time From 02/05/2016 To 02/11/2016

Time Reporting Code	Description	Total Quantity	Type	Fri 2/5	Sat 2/6	Sun 2/7	Mon 2/8	Tue 2/9	Wed 2/10	Thu 2/11	Currency
VAC	Vacation Leave	8.00	Hours							8.00	