



Human Resources
UNIVERSITY *of* WEST FLORIDA

Employee Self-Service

Approving Timesheets

And

Leave Reports

- Open MyUWF – (my.uwf.edu)
- Click: **Login**
- Enter: **Argonet Username and Password**
- Search: **Timesheet or Leave Report**

Time Reporting Selection Screen

Time Reporting Selection

Make a selection from My Choice to access your Timesheet/Leave proxy for your account, click the Proxy Set Up link at the bottom

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

- Select: **Approve or Acknowledge Time**
- Click:

Approver Selection

Select the department from My Choice and choose the pay ID and period from the pull-down list. Click the Select button.

Leave Report

Department and Description	My Choice	Leave Period
7, 1450, Human Resources	<input checked="" type="radio"/>	BW, May 31, 2020 to Jun 13, 2020 <input type="button" value="v"/>

Sort Order

Sort employees' records by Status then by Name: My Choice

Sort employees' records by Name:

Time Sheet or Leave Report Sections

- To approve employee time/leave: **Select a department:**
 - Click under the “My Choice” selection beside the correct department name.
 - To select a different pay period: Click to display other pay period choices. **Click the pay period to select.**
 - **Click**

Department Summary Screen

Department Summary

Select the employee's name to access additional details.

COA: 7, The University of West Florida
Department: 1450, Human Resources
Leave Period: May 31, 2020 to Jun 13, 2020
Act as Proxy: Not Applicable
Leave Period Leave Entry Status: Open until Jun 30, 2021, 12:00 PM

Pending					
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units
970XXXXX	Jane Doe 100340 - 00 Human Resources Specialist	Approve	.00	.50	.00

Not Started	
ID	Name, Position and Title

- To approve Employee Time/Leave:
- Click the Employee's Name:

Name, Position and Title
Jane Doe ←
100340 - 00
Human Resources Specialist

Employee Details Screen

Employee Details

☰ Select Next or Previous to access another employee.

Employee ID and Name: 970XXXXXX Jane Doe **Department and Description:** 7 1450 Human Resources
Title: 100340-00 Human Resources Specialist **Transaction Status:** Pending

[Leave Balances](#) | [Routing Queue](#)

Leave Report

Earnings	Total Hours	Total Units	Sunday , May 31, 2020	Monday , Jun 01, 2020	Tuesday , Jun 02, 2020	Wednesday , Jun 03, 2020	Thursday , Jun 04, 2020	Friday , Jun 05, 2020	Saturday , Jun 06, 2020	Sunday , Jun 07, 2020	Monday , Jun 08, 2020	Tuesday , Jun 09, 2020	Wednesday , Jun 10, 2020	Thursday , Jun 11, 2020	Friday , Jun 12, 2020	Saturday , Jun 13, 2020
Sick Pay		.5										.5				
Total Hours:		.5										.5				
Total Units:		0														

- To Approve Time or Leave, Click:

Employee Details

Select Next or Previous to access another employee.

⚠ Time transaction successfully approved.

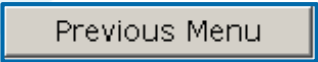
Employee ID and Name:

970XXXXXX Jane Doe

Title:

100340-00 Human Resources Specialist

Previous Menu

- Once you have clicked “Approve”, you will receive a message stating, “Time transaction successfully approved.”.
- Click: 

- **Follow the steps (1-6) on the previous slides.**
- **If upon review of the employee's timesheet or leave report you find there are errors, follow the next steps to Return for Correction.**

Employee Details

Select Next or Previous to access another employee.


Employee ID and Name: 970001234 Jane Doe **Department and Description:** 7 6062 FLVC DOIT Operations
Title: 122300-00 Network Engineer **Transaction Status:** Pending

[Leave Balances](#) | [Routing Queue](#)

Leave Report

Earnings	Total Hours	Total Units	Sunday , May 31, 2020	Monday , Jun 01, 2020	Tuesday , Jun 02, 2020	Wednesday, Jun 03, 2020	Thursday , Jun 04, 2020	Friday , Jun 05, 2020	Saturday , Jun 06, 2020	Sunday , Jun 07, 2020	Monday , Jun 08, 2020	Tuesday , Jun 09, 2020	Wednesday, Jun 10, 2020	Thursday , Jun 11, 2020	Friday , Jun 12, 2020	Saturday , Jun 13, 2020
Annual Leave	8															8
Total Hours:	8															8
Total Units:		0														

- Once in the timesheet or leave report, click: Add Comment
- On the screen that will appear next, leave a comment and click Save, then Previous Menu.
- Next, Click: Return for Correction

 **Time transaction successfully returned for correction.**

- Once you have clicked “Return for Correction”, you will receive a message stating, “Time transaction successfully returned for correction.”.
- You may now exit the Self Service System.

- Note: When the time/leave report is sent back to the employee to make corrections, the employee will receive an email message that they must go into Self Service and make corrections.
- When the employee logs into Self Service they will see their name and information. They must click the to see the pay periods. The pay period that has been returned for correction or with the error is shown with “Returned for Correction” or “Error” beside the date.

970001234	Jane Doe 111000-00 Student Services Rep. 5760, Financial Aid & Scholarships	Override	.00	32.00	.00	<input type="checkbox"/>	<input type="checkbox"/>	Change Leave Record Comments Leave Balance Warning
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- Note: When a time/leave report is created, the employee can send comments to their Approver. These comments can be read by the employee and Approver.
- In the Other Information column, the Approver is notified that there are comments regarding this transaction. This information section also advises the Approver of other information that is available. Click to view any information listed in this column. To view the comments:
- Click [Comments](#)

Time Reporting Selection

Make a selection from My Choice to access your Timesheet/Leave Report or Approve time. Click Select button proxy for your account, click the Proxy Set Up link at the bottom of the page.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▾
Act as Superuser:	<input checked="" type="checkbox"/>

Select

[Proxy Set Up](#)

Creating Proxy Approvers

- Some Approvers will be backup (proxy) Approvers for others in their department. When a backup (proxy) Approver signs in they will be able to select the name of the person they are approving for. Prior to having this ability the proxy connection must be setup in Self Service by the original approver.
- To setup a proxy Approver: **Click** [[Proxy Set Up](#)]

Proxy Setup

Proxy Set Up

To add a proxy, select a name from the pull-down list and check the Add box. HR review and Security set-up.

Name	Add Remove
Nicole Ann Zamary, NLOHR	<input type="checkbox"/>

- To find the person who will act as the proxy:
 - **Click the name of the Approver.**
 - **Click for a list of all the Approvers.**
 - **Click the checkbox**
 - **Click**

When you have been set up as a proxy for another Approver you will need to sign in and check to see if you see their name.

- To check the proxy set up:
 - **Click the** to see if the name/s have been setup.
 - **Click on the name.**
 - **Click** to begin approving time/leave.