**eTime Approval Process for Supervisors - Employee Self Service/HRIS**

As a designated supervisor, an e-mail message will be received after a student employee completes and submits their eTime document (electronic time document) for approval. The eTime Document replaces the hard copy time document, allows student employees to enter time on-line, and automates workflow (e-mail notification) for the approval process.

**E-mail Notification:**



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

**Zimbra Filters:** [**http://www.k-state.edu/its/zimbra/help/create\_filter.html**](http://www.k-state.edu/its/zimbra/help/create_filter.html)

**To approve or reject eTime entry:**

**1) Access HRIS: https://hris.k-state.edu/ and login using your K-State eID and password.**

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

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**3) Approve or Reject Reported Hours**

 **A. Select 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.

**3) Approve or Reject Reported Hours continued …**

 **To Reject Hours**

 … click on EmplID to access/view eTime document and select the

 reject button to identify reason.

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**4) Select Save and Sign Out**

**Additional Details**

Please approve time entry for your student employees each pay period prior to 5:00 p.m. on the Monday following pay period end date for a timely paycheck. Pay Periods and Pay Dates: <http://www.k-state.edu/hr/paydates.html>

**Department Supervisors: Select yourself or another department supervisor from the list.**



After supervisor is selected, employees who report to selected 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 **e-mail notification from HRIS** will be sent to the employee and the supervisor. Also, the hours will be automatically forwarded to begin the paycheck process. Those with no hours reported cannot be approved … check box will appear grey.

After rejecting hours, an **e-mail notification from HRIS** will be sent to the employee and the supervisor indicating the needed adjustment. The employee will be responsible for making the adjustment and **resubmitting for approval** prior to the on-line entry deadline.

**Save and Sign out of HRIS before closing browser.**



Note: If an employee does not appear on the approval list or approval needs to be processed after the deadline, please contact your department personnel specialist for instructions.