

Instructions to Confirm Time

Managers with PeopleSoft system approved time will receive an auto-generated email from 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

1. Access the link and log into Summit and from the **HCM: Confidential** dashboard, review the **Action Items** tab. Note both the Manager and Department view include the MSAT report.



2. Scroll down to the **Confirm System Approved Time** report.

Confirm System Approved Time

Instructions by Campus: [Boston](#) [Dartmouth](#) [Lowell](#) [President's office](#)

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 than 2 Pay Periods Past Due

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

Refresh

Select Adjustment Document or Confirm Time: Confirm Time

Confirm System Approved Time
Change Confirm from # to Y. Click Confirm to save changes

Manager Name EmpID: **Clark, Hilary M - 10152088** Pay Period End Date: **2016-04-16**

HR Dept: L250125 - Human Resources & EOO

Confirm	Person Name ID	EmpID	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	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	SIC	7.50	7.50						
N	Hudson, Mary C. - 10191739	0	2016-04-09	H	REG	38.50	7.50	6.50	7.50	7.50	7.50	7.50	
			2016-04-16	H	SIC	1.00							1.00
			2016-04-16	H	REG	37.50	7.50	7.50	7.50	7.50	7.50	7.50	

Confirm Undo

* Indicates Date Under Report for Adjustments
** Indicates Date Under Report for Record-Only Adjustments

3. Review the system approved time that is displayed for each employee. 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. 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.

Delegate Approvers - Time & Labor Groups will appear only if there is system approved time for an employee within the group

Select Approval Group Direct Reports
 Delegated Approver

Select Delegated TL Group
 TL Group ID WANMO

Summary: Time
 Click On to change manager
 Red Flag indicates missing time
 Search...
 MGR: Smith, Jane - 10000123

Pay Period End Date	# Employees	Total Hours
2017-10-28	2	55.20
2017-11-11	2	110.40
2017-11-25	2	110.40
2017-12-09	2	110.40
2017-12-23	2	110.40
2018-01-06	2	110.40
2018-01-20	2	110.40
2018-02-03	2	110.40

Confirm and/or Adjust System Approved Time
 If System Approved Time requires an adjustment then
 1. Select the adjustment view below and follow the instructions.
 2. Select the confirm time view and follow the instructions.

Select Adjustment Document or Confirm Time Confirm Time

Confirm System Approved Time
 Change Confirm from N to Y. Click Confirm to save changes

TL Group ID WANMO Manager Name Emplid Smith, Jane - 10000123 Pay Period End Date 2017-10-28

Confirm	Person Name ID	Empl Rcd	Week End Date	TRC ID	TRC	Total Hours	Sun	Mon	Tue	Wed	Thu	Fri	Sat
N	Baker, Thomas - 10000001	1	2017-10-28	H	REG	40.00		8.00	8.00	8.00	8.00	8.00	
N	Adams, Emily - 10000002	0	2017-10-28	H	GRW	15.20	3.04	3.04	3.04	3.04	3.04		

Confirm Undo

* indicates Date Under Report for Adjustments
 ** indicates Date Under Report for Record-Only Adjustments

Refresh Print

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](#)