CAMPUS TIMEKEEPER NETWORK
5/14/15
Agenda

• HCM Upgrade 9.2
  • Upgrade Timeline
  • Where to find information about the upgrade
  • What’s changing in Time and Labor
    • Approval Process for T&L
    • Access/Roles
    • Where to find information about the upgrade
    • WorkCenter Demo
  • Optional E-Notification emails offered by SSC
  • Action Items
HCM 9.2 upgrade timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>System outage begins</td>
<td>Thursday, June 25</td>
<td>5 p.m.</td>
</tr>
<tr>
<td>The HRMS data sets and BusinessObjects will be available to view or report on HRMS data during the outage. The data will be refreshed as normally scheduled prior to the outage.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upgraded system available</td>
<td>Monday, June 29</td>
<td>7 a.m.</td>
</tr>
</tbody>
</table>
HCM 9.2 Upgrade Project Website

- FAQs about Time Approval process changes
- Time and Labor Toolkit to include Email templates to assist units in helping to inform staff of changes – Available May 22\textsuperscript{nd}

http://www.mais.umich.edu/hrms/upgrade/
HCM TIME & Labor 9.2 approval process changes

• Supervisor ID on Job will be the Primary Time Approver
  – Each Primary Approver can enter up to 5 delegates to approve their employee’s time
    • The TL TIME ENTRY APPROVER role will be a dynamically assigned role, therefore no OARS request is required
  – Improved time approval security
    • Only supervisors and their delegates can approve the employee’s time. Timekeepers will no longer be able to approve time unless they are a delegate or a supervisor.
    • Workflow allows for easier auditing of approvals
# Approval Monitor

## Timesheet

### Approval Monitor

**M_TL_SUPERVISOR_DELEGA_Stage10**

#### Reported Time Approval for HOL on 2014-12-25: Approved

- **Approved**
- **Melissa Kokenakes**
- Get apvl super and delegates
- 02/10/15 - 3:33 PM

#### Reported Time Approval for SEA on 2014-12-26: Pending

- **Pending**
- **Multiple Approvers**
- Get apvl super and delegates

<table>
<thead>
<tr>
<th>Approver #1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Scot Yoas</td>
</tr>
<tr>
<td>User ID:</td>
<td>SCOTYOAS</td>
</tr>
<tr>
<td>Empl ID:</td>
<td>45517782</td>
</tr>
<tr>
<td>Last Name:</td>
<td>Yoas</td>
</tr>
<tr>
<td>First Name:</td>
<td>Scot</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approver #2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Melissa Kokenakes</td>
</tr>
<tr>
<td>User ID:</td>
<td>MKOKO</td>
</tr>
<tr>
<td>Empl ID:</td>
<td>54940322</td>
</tr>
<tr>
<td>Last Name:</td>
<td>Kokenakes</td>
</tr>
<tr>
<td>First Name:</td>
<td>Melissa</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approver #3</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Mark McManamay</td>
</tr>
<tr>
<td>User ID:</td>
<td>MARKMCAN</td>
</tr>
<tr>
<td>Empl ID:</td>
<td>84296367</td>
</tr>
<tr>
<td>Last Name:</td>
<td>McManamay</td>
</tr>
<tr>
<td>First Name:</td>
<td>Mark</td>
</tr>
</tbody>
</table>

[Close]
HCM TIME & Labor 9.2 approval process changes

• Who needs to have their Supervisor ID populated?
  • Staff who report their own time in Wolverine Access
  • Staff who use a time clock and the punches are approved in Wolverine Access
  • Staff who use the Wolverine Access Web-Clock
  • Interface Units that have Departments set as Self-Service time reporting
  • As of 5/13/15 there are 7,008 employees with Blank Supervisor ID
HCM TIME & Labor 9.2 approval process changes

- If the Supervisor ID is not populated for employee’s who are Active in Time & Labor, the Department Manager ID from the employee’s department will be used to populate the field.
Time approval delegate groups

- **Delegate Group Owner** – the Supervisor ID on an employee’s Job record (Primary Time Approver)

- **Delegate Group** – the Supervisor’s backup time approvers

- **Delegate** – can only approve time for the delegate group owner’s employees
Delegate setup page

[Delegate setup page image]

- Approver: SCOTYOAS
- Scot M Yoas
- Approver Email Notification: on
- Add Delegate button

<table>
<thead>
<tr>
<th>Delegate</th>
<th>Delegate Email Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 BRIMILL Brian Lee Miller</td>
<td>off</td>
</tr>
<tr>
<td>2 NNICOL Natalie Nicol</td>
<td>off</td>
</tr>
</tbody>
</table>
Who can update delegate groups

Before the Upgrade

- Users with the following roles can update **ANY** delegate group:
  - TL TIME ENTRY USERS
  - TL TIME ENTRY APPROVER
  - TL DELEGATE GROUP UPDATER – New role that needs to be requested in OARS

After the Upgrade

- Delegate Group Owners (Supervisor ID) will **ONLY** be able to update THEIR OWN Delegate Group
- Users with the TL DELEGATE GROUP UPDATER role will be able to update **ANY** delegate group
Approval notifications

- New Functionality for version 9.2
- Event Based Notifications driven by the Submit button on the timesheet
- OPT IN – To receive the notification
- Notifications are controlled by a checkbox on the Delegate page (Approver and Delegates)
- Punch Time Approvers will not get notifications
<table>
<thead>
<tr>
<th>Delegate</th>
<th>Delegate Email Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARKMCAN</td>
<td></td>
</tr>
<tr>
<td>Scot M Yoas</td>
<td></td>
</tr>
</tbody>
</table>

Approver: MKOKO, Melissa L Kokenakes

Approval Delegate Group

Add Delegate

Save

Update/Display
From: <dummyemailaddress@umich.edu>
Subject: Wolverine Access Timesheet is ready for your approval
To: uniqname@umich.edu

<insert name of individual> has submitted a timesheet that is ready for your approval. You can access the timesheet via the Time and Labor WorkCenter.

Security Notes:

• To unsubscribe from this type of email, select Approval Delegate Group on the WorkCenter menu and uncheck your Email Notification box, or if you do not have access, refer to the Approval Delegate Group procedure on My LINC.
• Verify that links in emails are safe before clicking them. Hover over the link with your mouse to display the full URL at the bottom of your web browser. To learn how to protect yourself from fraudulent websites and emails, see the Spam, Phishing, and Suspicious Email page on the U-M Safe Computing website.

For Assistance or Questions
Contact the ITS Service Center:
• Mon-Thurs, 7 a.m.-7 p.m.; Fri, 7 a.m.-6 p.m.; Sun, 2-7 p.m.
• Submit a Service Request Online
• 734-764-HELP (764-4357)
• 4HELP@umich.edu
• http://its.umich.edu/help/

Do not reply to this message or save the email address for future use. To do so means your message will go to an unattended mailbox and will not be read.
TIME AND LABOR
WORKCENTER DEMO

https://maislinc.umich.edu/mais/flash/TL_WC_HRMSUpgrade_T&LDemo_GM.htm
eNotification Messages

Assist unit administrators and staff members with requests for targeted email notifications (called eNotifications) for the following three situations:

A. Notification to employees who have not yet reported their time the morning prior to the payroll cutoff

B. Notification to the last approver for employee(s) who reported time but it is not yet approved the afternoon prior to the payroll cutoff

C. Notification to the employee who missed reporting time

http://ssc.umich.edu/services/human-resources/time-leave-admin/timekeeping-entry-approval
Supervisor ID Action Items

• Review or update current Supervisor ID assignments
  • **Supervisor ID Data Selection** - review current Supervisor ID assignments and update Supervisor IDs as needed:
    • Requires HR PAR Updater or HR Appt Viewer role
    • [Uploading Employee Supervisor Information - Reference Document](#)
  • **Supervisor ID Reports** - identify blank or problematic Supervisor ID assignments
    • Requires HR PAR Updater or HR Appt Viewer role
    • [Run Supervisor ID Reports - Step-by-Step Procedure](#)

• Add or update Primary Time Approvers' delegates:
  • Requires TL Time Entry Approver, TL Time Entry Users or TL Delegate Updater role
  • [Add or Remove Employees in a Time Approval Delegate Group](#)
Questions?