HCM Time & Labor 9.2 Approval Process

• Supervisor ID on Job will be the Primary Time Approver
  – Each Primary Approver can have up to 5 delegates approve their employee’s time
  – 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
HCM Time & Labor 9.2 Approval Process

• 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
HCM Time & Labor 9.2 Approval Process

As of 5/16/15
9,183 Employees with Blank Supervisor ID
HCM Time & Labor 9.2 Approval Process

• If the Supervisor ID is not populated for employees who are Active in Time & Labor, the Department Manager ID from the employees department will be used to populate the field
HCM Time & Labor 9.2 Approval Process

5,128 Supervisors have had Approval Delegate Groups Created
487 of these have added Delegates
HCM Time & Labor 9.2
Email Approval Notifications

• This is New Functionality for version 9.2
• Event Based Notifications driven by the Submit button on the timesheet
• OPT IN - To receive the notifications
• Notifications are controlled by checkboxes on the Delegate page (Approver and Delegates)
HCM Time & Labor 9.2
Approval Notifications
HCM Time & Labor 9.2
Approval Notifications

From: <mmrose@umich.edu>
Date: Mon, Mar 30, 2015 at 6:20 PM
Subject: Time has been entered that requires your approval.
To: mkoko@umich.edu

This message is to notify you that there is time that requires your approval. You can approve this time by logging into the Wolverine Access Time and Labor Workcenter at the following link.


This is a system generated email. Do not reply to this email. If you do not want to receive email notifications in the future you can unsubscribe by going to your approval delegate group in Wolverine Access. Main Menu -> Manager Self Service -> Time Management -> Approve Time and Exceptions -> Approval Delegate Group.
Questions?