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 5/10/15

7,856 Employees with Blank Supervisor ID
If the Supervisor ID is not populated for employees who are Active in Time & Labor, the Department Manager ID from the employee’s department will be used to populate the field.
HCM Time & Labor 9.2 Emails

• When an employee clicks Submit on the Timesheet, an email will be sent to notify the subscribed Approver and/or delegates:
  [Timesheet Event-Based Email for Approvers](#)

• A toolkit of email drafts that units may use to communicate the approval process changes to staff and leadership will be available on the project website by May 22.
Questions?