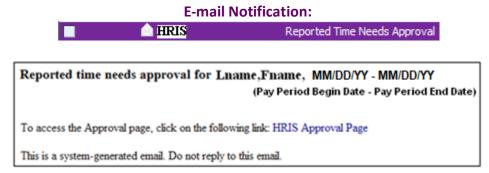# Manager Self Service/HRIS
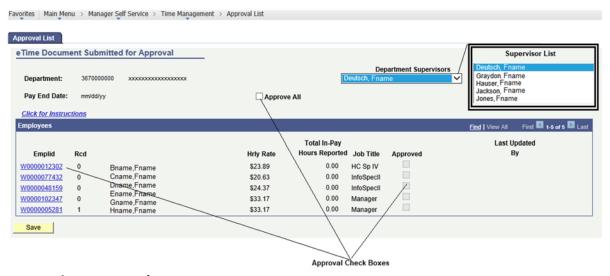## eTime Approval Process for Supervisors

The HRIS eTime entry/approval process replaces the hard copy time document, allows hourly/nonexempt employees to enter time on-line, and activates/automates workflow (e-mail notification) for the approval process. After employee completes and submits their eTime document for approval, designated supervisor receives the following e-mail notification.

E-mail Notification:

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

To approve or reject eTime entry:

1) Click on **HRIS Approval Page** link within E-mail notification or access HRIS **https://hris.k-state.edu/** and login using K-State eID and password.

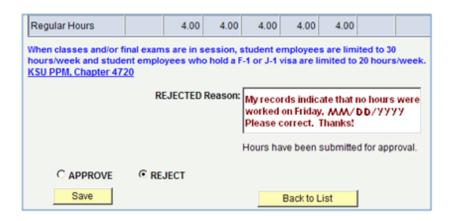2) Select **Manager Self Service > Time Management > Approval List**

3) Approve or Reject Reported Hours
   A. Select a 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.

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To Reject Hours, click on EmplID to access/view eTime document and select the reject button to identify "Rejected" reason.

4) Select Save and Sign Out

Additional Details

eTime entry needs approved each pay period prior to 5:00 p.m. on the Monday following pay period end date for a timely paycheck. Timelines: http://www.k-state.edu/hcs/work-life/ess/recordetime.html

Supervisors: Select yourself or another department supervisor from the list. After selecting supervisor, employees who report to designated 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 automatic **e-mail notification advises** employee and supervisor. In addition, hours advance for payroll processing. For employees who do not report/submit hours, approval boxes will appear grey.

After rejecting hours, an automatic **e-mail notification advises** employee and the supervisor. The employee will be responsible for making the adjustment and **resubmitting for approval** prior to the on-line entry/approval deadline.

For security purposes, always save and sign out of HRIS before closing web browser.

Note: If an employee does not appear on the approval list or approval needs processed after the deadline, please contact your HCS department liaison or timekeeper.