



Manager Instructions to Approve Exempt Employee Time Cards

Log In

Log into Manager Service Portal (MSS) by following this link <https://sg478.stargarden.net/> or by accessing it on the HR website under the My Pay tab <http://eraven.franklinpierce.edu/s/dept/hr/Pay/Payroll.htm>

This portal is accessible by desktop, laptop, or mobile device (iOS or Android). If logging in while already signed in to the Pierce network, **click the SSO Sign in link at the bottom of the login screen, under the check mark.** You will be automatically signed in with your FPU log in credentials – **you do not have to enter a User ID or Password.**

If you are **logging in off campus or on your mobile device** and you are not logged into the Pierce network, click the **SSO Sign in** link and you will be prompted to enter in your FPU username and password.

Log into Self Service Portal

Login

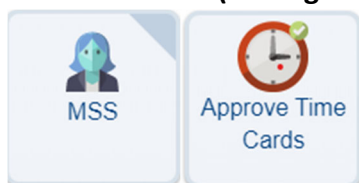
User ID

Password

SSO Sign in

Forgotten Password: ✓

Click on the **MSS (Manager Self Service)** tile and then **Approve Time Cards**



Select the Start and End dates to the current month.

Approve Time Cards

Status: All Employee: Work Plan: Shift Type: All

Start Date: 12/01/2019 End Date: 12/31/2019 Search

Legend: Date information available when question mark displayed

Approve All

Page: 1 2 3

Search:

Review the time cards for all your employees.

** Remember to check for multiple pages depending on the number of transactions you have. You will need to select each page to review all or your employees

Please ensure the following when approving time cards:

Regular monthly employees, you will only be approving vacation and sick time taken. No Start or End times should be entered. Just 8 in the hours column for any day taken.

****Note: Paid time-off for exempt employees MUST be taken in full-day increments, so you should never have a different number of hours listed.**

The screenshot shows the 'Approve Time Cards' window. At the top, there are filters for Status (All), Employee, Work Plan, and Shift Type (All). Below these are date pickers for Start Date (01/01/2020) and End Date (01/31/2020), and a Search button. A legend indicates that yellow highlights mean 'Date information available when question mark displayed'. An 'Approve All' button is on the right. The table below has columns: New, Employee, Original Shift Date, Notes, Shift Ref, Unit, Start, Lunch Start, Lunch End, End, Hours, Position, Unit ID, and Status. The status for all rows is 'Clock Out'.

New	Employee	Original Shift Date	Notes	Shift Ref	Unit	Start	Lunch Start	Lunch End	End	Hours	Position	Unit ID	Status
<input type="checkbox"/>		01/01/2020		New	Vacation Taken (VACA)					8.00		6310	Clock Out
<input type="checkbox"/>		01/02/2020		New	Vacation Taken (VACA)					8.00		6310	Clock Out
<input type="checkbox"/>		01/03/2020		New	Vacation Taken (VACA)					8.00		6310	Clock Out
<input type="checkbox"/>		01/04/2020		New	Sick Taken (SICK)					8.00		6310	Clock Out

Once you have reviewed all transactions on the page and status has changed to Approved you must update the screen, click on the check mark V to save changes.

This screenshot is identical to the previous one, but the status for all rows in the table is now 'Approved'. In the top right corner of the window, a checkmark icon (V) is highlighted with a red circle and a red arrow pointing to it, indicating that this icon is used to save changes.

New	Employee	Original Shift Date	Notes	Shift Ref	Unit	Start	Lunch Start	Lunch End	End	Hours	Position	Unit ID	Status
<input type="checkbox"/>		01/01/2020		New	Vacation Taken (VACA)					8.00		6310	Approved
<input type="checkbox"/>		01/02/2020		New	Vacation Taken (VACA)					8.00		6310	Approved
<input type="checkbox"/>		01/03/2020		New	Vacation Taken (VACA)					8.00		6310	Approved
<input type="checkbox"/>		01/04/2020		New	Sick Taken (SICK)					8.00		6310	Approved

Note: Once you have approved the time cards, your staff can no longer make changes to their time cards.

If one of your exempt faculty or staff has to make a change, you will need to go into the time card and change the status to pending, on the day that the change needs to be made. You will have to notify your employee that you need them to update their hours to correct and they will need to re-submit. **Once the change is made, you need to approve the time card (repeat process above).**

New	Employee	Original Shift Date	Notes	Shift Ref	Unit	Start	Lunch Start	Lunch End	End	Hours	Position	Unit ID	Status
<input type="checkbox"/>		01/01/2020		New	Vacation Taken (VACA)					8.00		6310	Pending
<input type="checkbox"/>		01/02/2020		New	Vacation Taken (VACA)					8.00		6310	Pending



**** Supervisors have until the 20th of the month to approve and submit monthly employee payroll.