Manager Instruction to Approve Time Cards

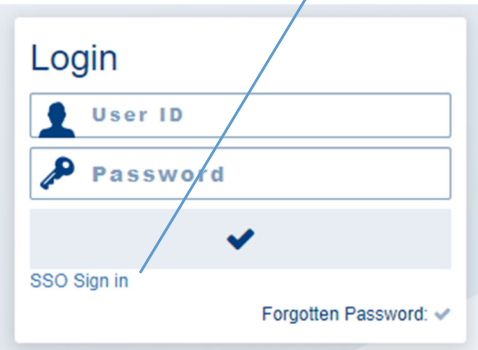
Log In

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.

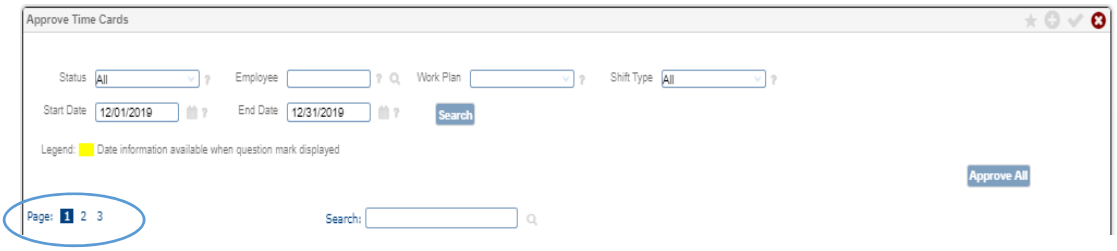
Log into Self Service Portal



Click on the **MSS (Manager Self Service) tile**.

Click on **Approve Time Cards.**

The Start Date/End Date will default to the Current pay period.



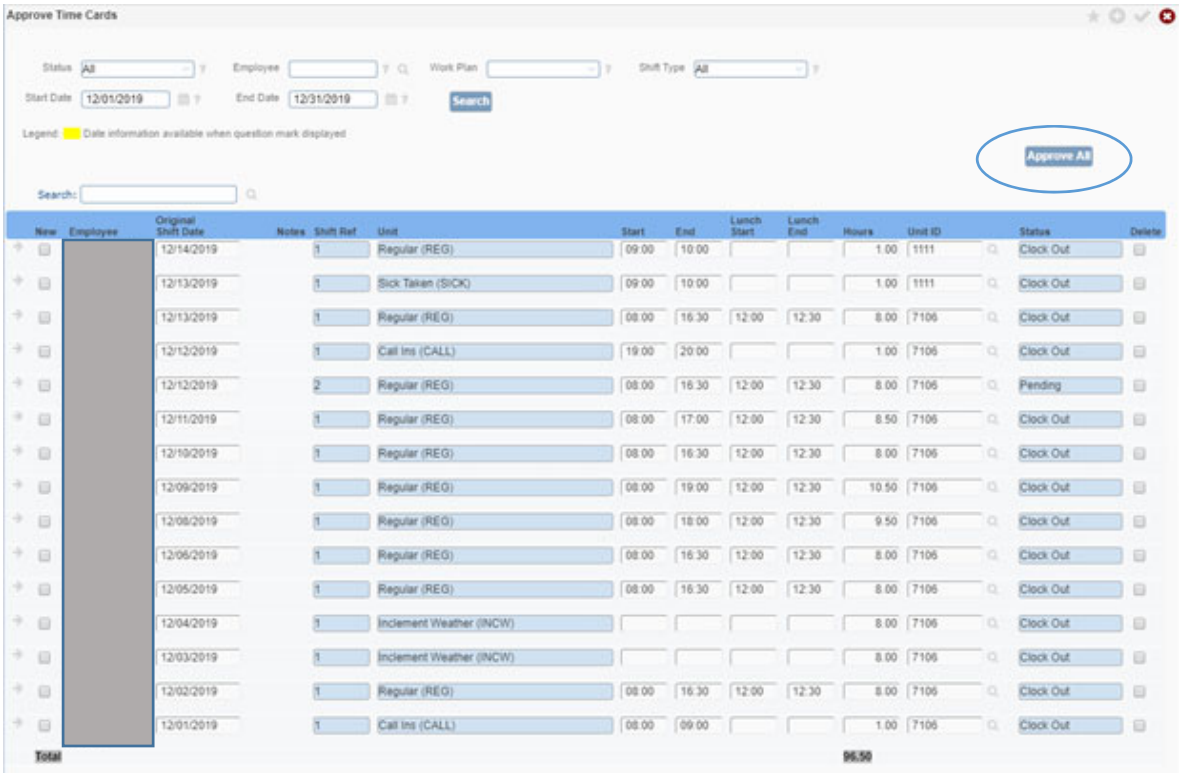
Review the time cards for all your employees.

** 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:

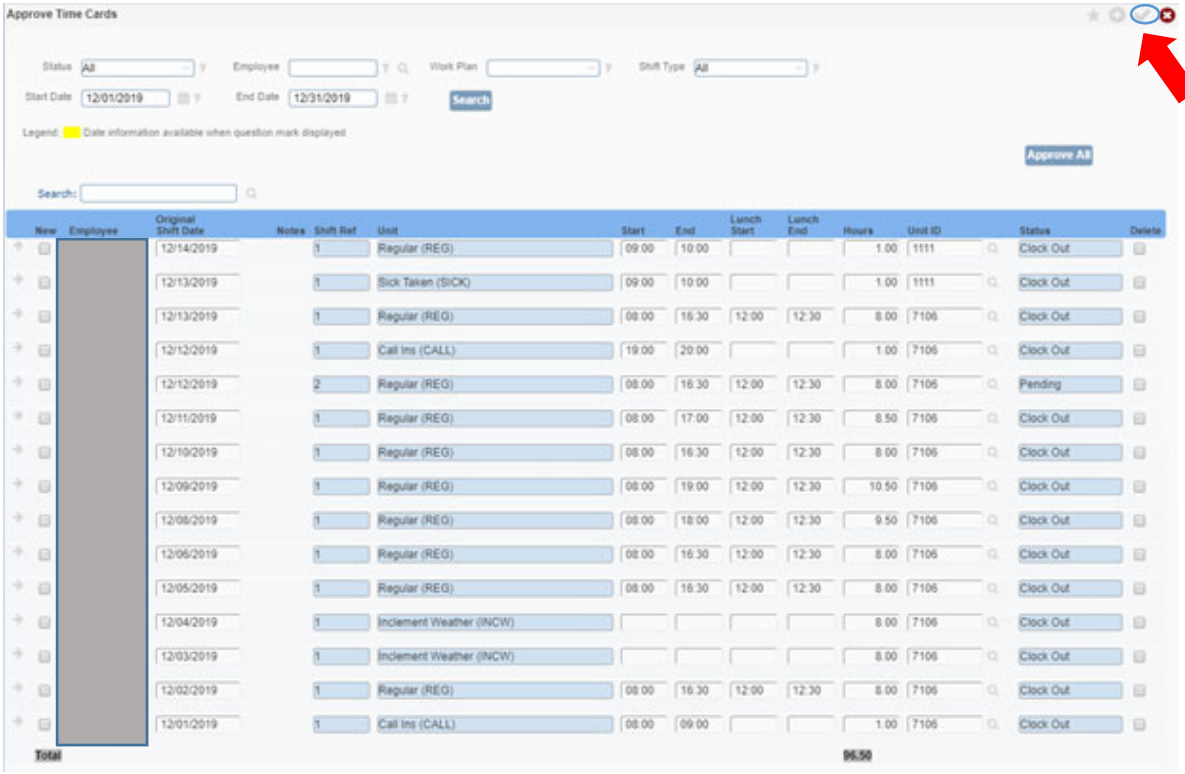
Regular Worked hours should be recorded with Time In, Lunch start, Lunch end, End. The number of hours will calculate. If the employee did not take lunch they should leave that blank

Unworked HOURS for Sick taken, Vacation Taken, Inclement Weather, Bereavement, Summer hours should be recorded with only the total hours used with no login of time in or out.



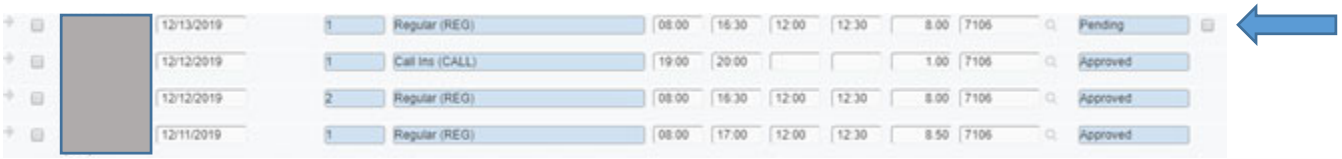
Once you have reviewed all time cards and they are correct click on Approve All. This will approve all of your staff time cards.

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 √ to save changes.



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

If one of your 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).**



*** Supervisors have until Monday by noon of pay week to approve and submit their bi-weekly employee payroll. (Ex. For pay date 01/17/2020 time card must be approved 01/13/2020 by noon).

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