

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



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- 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



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As of 5/10/15

7,856 Employees with Blank
Supervisor ID



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- 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?

