

# Employee Self Service Updates Effective May 16, 2017

## Supervisors and Managers

The State of Kansas is upgrading PeopleSoft Employee Self Service from Version (v) 9.1 to v9.2 effective May 16, 2017. Listed below are some differences of which you should be aware.

**Get Employees Button:** Clicking the Get Employees button results in displaying both your direct and indirect reports. What does this mean? When you first access the **Report Time for My Employees** or **Approve Reported Time** page and click **“Get Employees,”** the results will contain both those employees who report directly to you (**Direct Reports**) and those employees who report to the supervisors who report to you (**Indirect Reports**). Depending on the speed of your Internet and the number of direct and indirect employees you have, the results may take up to a minute to display.

**How do you get a list only of employees that report directly to you?** If you click Get Employees a second time, your results will narrow down to your direct reports.

### Example:

**Click Get Employees *one* time:** The results display all the employees who report directly to you **plus** all the employees who report indirectly to you (employees that report to supervisors who report to you).

**Report Time Timesheet Summary**

**Employee Selection**

Selection Criterion	Selection Criterion Value
Time Reporter Group	A1634
Employee ID	
Empl Record	
Last Name	
First Name	
Business Unit	
Department	
Reports To Position Number	
Position Number	

**Change View**

View By: Week  
Date: 04/24/2017  
Show Schedule Information:   
Previous Week Next Week

Load More Entries Load All 300 of 314 entries loaded

**Click Get Employees a *second* time:** Results display only the employees who report directly to you.

**Report Time Timesheet Summary**

**Employee Selection**

Selection Criterion	Selection Criterion Value
Time Reporter Group	A1634
Employee ID	
Empl Record	
Last Name	
First Name	
Business Unit	
Department	
Reports To Position Number	
Position Number	

**Change View**

View By: Week  
Date: 04/24/2017  
Show Schedule Information:   
Previous Week Next Week

Employees For Joe Rockhead Totals From 04/23/2017 - 04/29/2017

# Employee Self Service Updates Effective May 16, 2017

**Save Criteria:** You can click “**Save Criteria**” after your Time Reporter Group ID has defaulted and the next time you access this page and click Get Employees, only those employees who report directly to you will display.

Report Time

## Timesheet Summary

Employee Selection

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	A1634
Employee ID	
Empl Record	
Last Name	
First Name	
Business Unit	
Department	
Reports To Position Number	
Position Number	

Get Employees

Clear Criteria

Save Criteria

**Clear Criteria:** You can click “**Clear Criteria**” after your Time Reporter Group ID has defaulted and click Get Employees if you want to see data for employees who report directly to you as well as those who report indirectly to you.

Report Time

## Timesheet Summary

Employee Selection

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	A1634
Employee ID	
Empl Record	
Last Name	
First Name	
Business Unit	
Department	
Reports To Position Number	
Position Number	

Get Employees

Clear Criteria

Save Criteria

# Employee Self Service Updates Effective May 16, 2017

## Approving Timesheets:

Supervisors and managers can no longer approve timesheets at a summary level. Approving at the summary level was bypassing the online edits. In addition, partial timesheet approval was common.

You can continue to approve the timesheet via the **Approve** button on the timesheet once you have reviewed it.

## Approve Reported Time Timesheet Summary

**Employee Selection**

**Employee Selection Criteria**

Description	Time Reporter Group
Time Reporter Group	A2588 <input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Position Number	<input type="text"/>

**Change View**

\*View By Week S  
 Date 04/25/2017 31 ↻ Previ

**Employees For Joe Rockhead Time Needing Approval From 04/23/2017 - 04/29/2017**

Time Summary
Demographics
[Filter]

Select	Last Name	First Name	Employee ID	Empl Record
<input type="checkbox"/>	<a href="#">Finstone</a>	Wilma	K00001	0

**Approval Buttons Have Moved.** Select All, Deselect All and Approve buttons are now located to the right of the Reported Time Status section.

**Timesheet**

**Betty Rubble**  
 Public Service Administrator  
 Employee ID K0000  
 Empl Record 0  
 Earliest Change Date 04/23/2017

**Select Another Timesheet**

\*View By Calendar Period Previous Period Next Period  
 \*Date 04/23/2017 31 ↻ Next Employee  
 Reported Hours 80.0000

From Sunday 04/23/2017 to Saturday 05/06/2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Taskgroup
4/23	4/24	4/25	4/26	4/27	4/28	4/29	4/30	5/1	5/2	5/3	5/4	5/5	5/6			
	8.0000	8.0000	8.0000	8.0000	8.0000			8.0000	8.0000	8.0000	8.0000	8.0000		80.0000	REG - Regular Earnings	173NONTASK

Save for Later
Submit

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

**Reported Time Status** Personalize | Find | 1-10 of 10

Select	Date	Reported Status	Total	TRC	Description	Add Comments
<input type="checkbox"/>	04/24/2017	<a href="#">Needs Approval</a>	8.0000	REG	Regular Earnings	<input type="text"/>
<input type="checkbox"/>	04/25/2017	<a href="#">Needs Approval</a>	8.0000	REG	Regular Earnings	<input type="text"/>
<input type="checkbox"/>	04/26/2017	<a href="#">Needs Approval</a>	8.0000	REG	Regular Earnings	<input type="text"/>

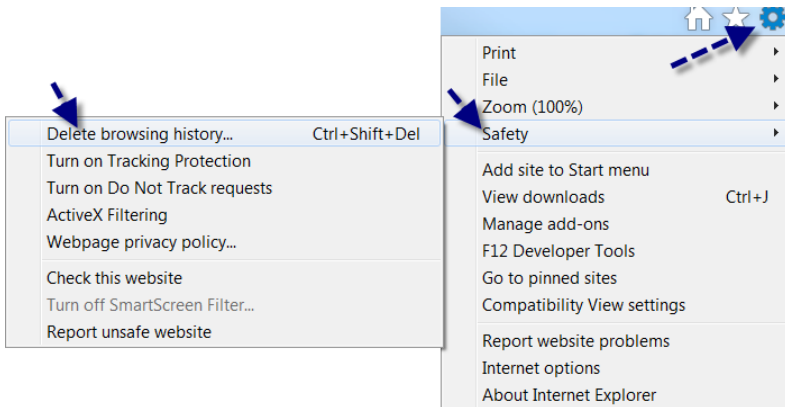
Approve
Select All
Deselect All
Approve

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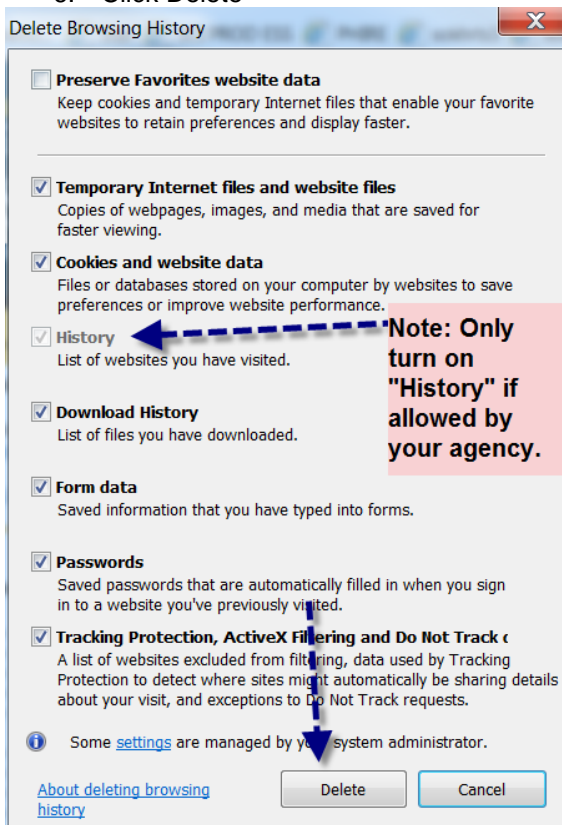
**Helpful Tip: Processing Icon keeps spinning!** What if you are stuck in Self-Service and the Processing icon spins for longer than a minute or two? You may be using an unsupported browser, or you may need to delete your cache (if allowed by your agency). Documentation related to browser support and deleting cache is listed in here: [http://smartweb.ks.gov/docs/default-source/tech-resources---compatibility/supported\\_browsers\\_sharp\\_and\\_smart\\_v4.pdf?sfvrsn=4](http://smartweb.ks.gov/docs/default-source/tech-resources---compatibility/supported_browsers_sharp_and_smart_v4.pdf?sfvrsn=4).

Below is an example of how to delete cache in Internet Explorer:

1. Open Internet Explorer
2. Click on the Gear Icon (upper right hand corner, below the red X)
3. Click Safety
4. Click Delete browsing history



5. The Delete Browsing History page displays. Turn on all checkboxes, except for the Preserve Favorites website data. Check with your agency personnel/information technology office to ensure they allow you to change these settings
6. Click Delete



7. Close the browser
8. Open the browser and log back into Self Service