

# Manager Approval Steps

Last revised: November 2020  
Last reviewed: November 2020  
Next review: November 2021

## Background

Information in timecards contains personal information as defined in The Freedom of Information and Protection of Privacy Act (FOIP) and personal health information as defined in The Health Information Protection Act (HIPA).

Examples of personal information include: employee name, employee number and some codes and reasons (e.g. ML – Military Leave; SPN – Pressing Necessity – PA – Paternity/Adoption Leave). Personal health information includes some codes and reasons, such as SLL – Sick (code), IL – Illness (reason), and MA – Medical or Dental Appointment (reason). Personal information and personal health information can also be in comments.

The collection, protection, use and disclosure of personal information and personal health information contained in timecards is governed by FOIP and HIPA.

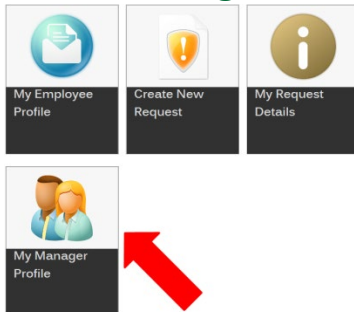
It is strongly recommended you take [the Access and Privacy in the Government of Saskatchewan](#) training if you have not already done so.

Employee timecards may be audited by the Human Resource Service Centre (PSC), the Provincial Comptroller's Office or ministries to ensure accuracy of provided information.

### 1. Log in to PSC Client

Using your Employee Number and PSC Client password.

### 2. Click “Manager Profile” to access the manager function



### 3. Approving/Rejecting Timecards

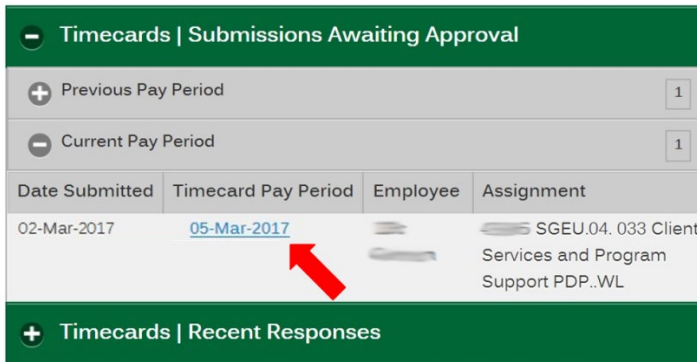
#### a. Selecting Submissions Awaiting Approval



#### b. Select which pay period you want to view timecards for

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Date Submitted	Timecard Pay Period	Employee	Assignment
02-Mar-2017	<a href="#">05-Mar-2017</a>	[blurred]	SGEU.04. 033 Client Services and Program Support PDP..WL

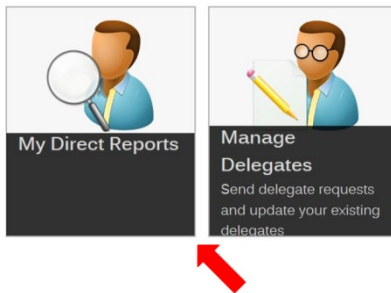
### c. Select either “Approve” or “Reject”

\*Selecting “Reject” will open a box for entering the reasons for rejecting the timecard



## 4. Direct Reports

### a. Select “My Direct Reports” to view a list of your direct reports



### b. You will be brought to a list of your direct reports

Select the name of one of your direct reports to be shown more information.

1 - 3

Employee	Status	Assignment Number	Last Timecard Processed (Date)	Information Last Updated
[blurred]	Active	[blurred]	10-Dec-2016	29-Mar-2017
[blurred]	Active	[blurred]	26-Nov-2016	29-Mar-2017
[blurred]	Active	[blurred]	10-Dec-2016	29-Mar-2017

### c. Further information on the selected direct report will then be shown

Information will include: address, email, phone number and assignment information.

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Current Contact Information

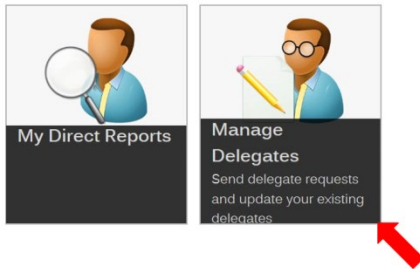
<b>Current Address Information</b> Regina, <input type="text"/>	<b>Current Work Email Information</b> <b>Current Alternate Email</b> No Alternate Email Address found. <b>Current Phone Numbers</b> Home - <input type="text"/>	Employee Number: <input type="text"/> <b>Primary Assignment</b> HR Organization: 033 Client Services and Program Support Assignment Number: <input type="text"/> Assignment Status: Active Grade_Level: SGEU.04
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## 5. Manage Delegates

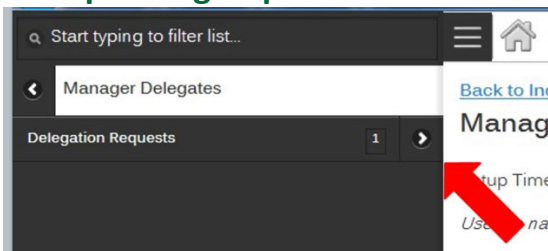
Approving Delegates are typically used to assist a manager with approving timecards. This is typically done when a manager is out of the office. It is not to be used when:

- The manager has terminated employment;
- The manager has moved to another ministry;
- The manager is on leave or layoff.

- a. **Select “Manage Delegates” to send Manager delegate requests and update your existing Manager delegates. A Manager delegate is an employee that will review and approve or reject timecards for a manager in the manager’s absence**



- b. **Select “Delegation Requests” to create a new manager delegate request and view pending requests**



- c. **Select “Add” to create a new manager delegate request**

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## d. Fill out the information shown in the image below

Select the employee drop down to search for a manager delegate by name.

Enter the effective and expiry dates.

Enter and comments that you want to add for the manager delegate.

Click the “Send Request” button to send the request to the manager delegate.

The screenshot shows a web form with the following fields and elements:

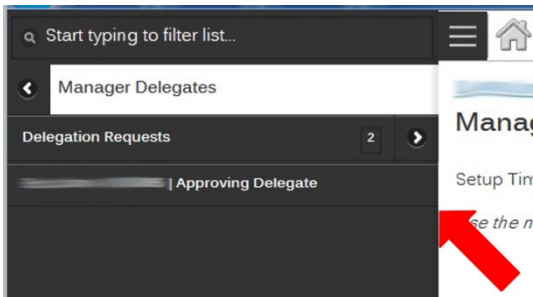
- Employee\***: A dropdown menu with a search icon.
- Delegation Period**: A section header.
- Effective Date\***: A date input field with a calendar icon and the format DD-Mon-YYYY.
- Expiry Date\***: A date input field with a calendar icon and the format DD-Mon-YYYY.
- Comments**: A text area with a placeholder "Comments..." and a scroll arrow.
- Send Request**: A button with a checkmark icon.

Red arrows in the image point to the Employee dropdown, the Effective Date and Expiry Date input fields, the Comments text area, and the Send Request button.

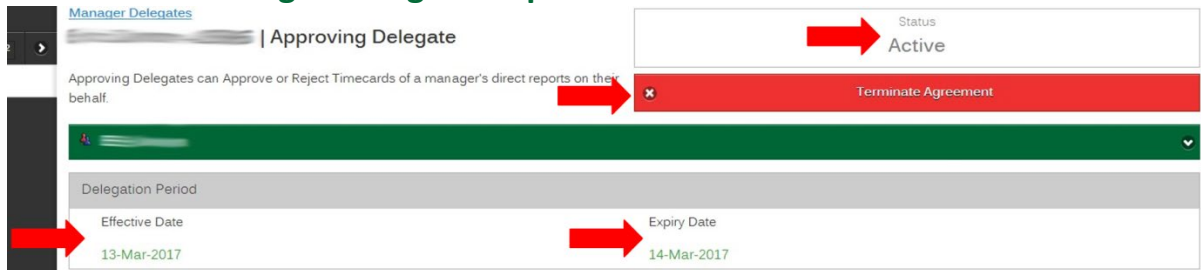
## e. You can review Manager Delegate requests by selecting “Approving Delegate” in the left hand column

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## f. Review the Manager Delegate request



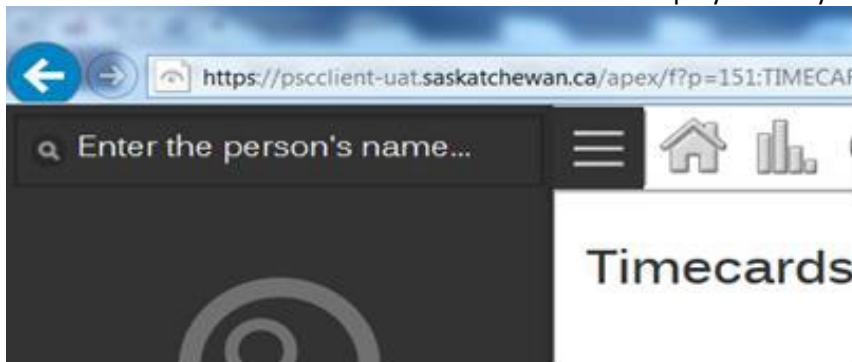
You can review the status, the effective date, and the expiry date of the agreement. You can also terminate the agreement using the “Terminate Agreement” button. Terminate the Agreement will be used when you no longer need the Manager Delegate. If you wish to extend the delegation period for a Manager Delegate you will need to Terminate and re-add the Manager delegate with the new end date.

## 6. Audit Timecards

Click the clock in the upper left hand corner to access the timecard function.



Use the Search function on the left menu to find the employee that you want to enter time for.



The timecard keeps a record of employee and delegate activity that can be found by clicking on the three dots and selecting Status History (or submissions for only submissions).

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The screenshot shows a timecard approval interface. At the top, there are three buttons: a green 'Approve' button with a checkmark icon, a red 'Reject' button with a red arrow icon, and a grey 'Recall for Edit' button with a circular arrow icon. Below these buttons, the timecard details are displayed: 'Timecard # [redacted] • B2 • 02-Aug-2020 - 15-Aug-2020', 'MCP.06. 073 Regina Correctional Centre P.HJ.AD', and 'Averaging Period: 6 Week CPSP-ADDO'. On the right side, the status is 'Submitted' in blue text, with 'Submitted by a delegate - [redacted]' and 'Approving Manager: [redacted]' below it.

This will display information about who submitted and approved a timecard, including if it was a delegate or not.

Status History
06-Aug-2020 13:16:10   <b>New</b> - Timecard Started.. Pending Submission.
06-Aug-2020 13:23:45   <b>Valid</b> - 0 notices written to timecard.
10-Aug-2020 21:53:24   <b>Errored</b> - Existing Time Entries Could Not be mapped to timesheet.
19-Aug-2020 15:48:28   <b>Open</b> - Error time entries removed. Open Timecard.
19-Aug-2020 15:49:32   <b>Valid</b> - 0 notices written to timecard.
19-Aug-2020 15:49:47   <b>Open</b> - [redacted] decided to make changes after validation. Open Timecard.
20-Aug-2020 07:54:04   <b>Valid</b> - 0 notices written to timecard.
20-Aug-2020 07:54:12   <b>Submitted</b> - [redacted] submitted timecard for [redacted] to [redacted] for approval.