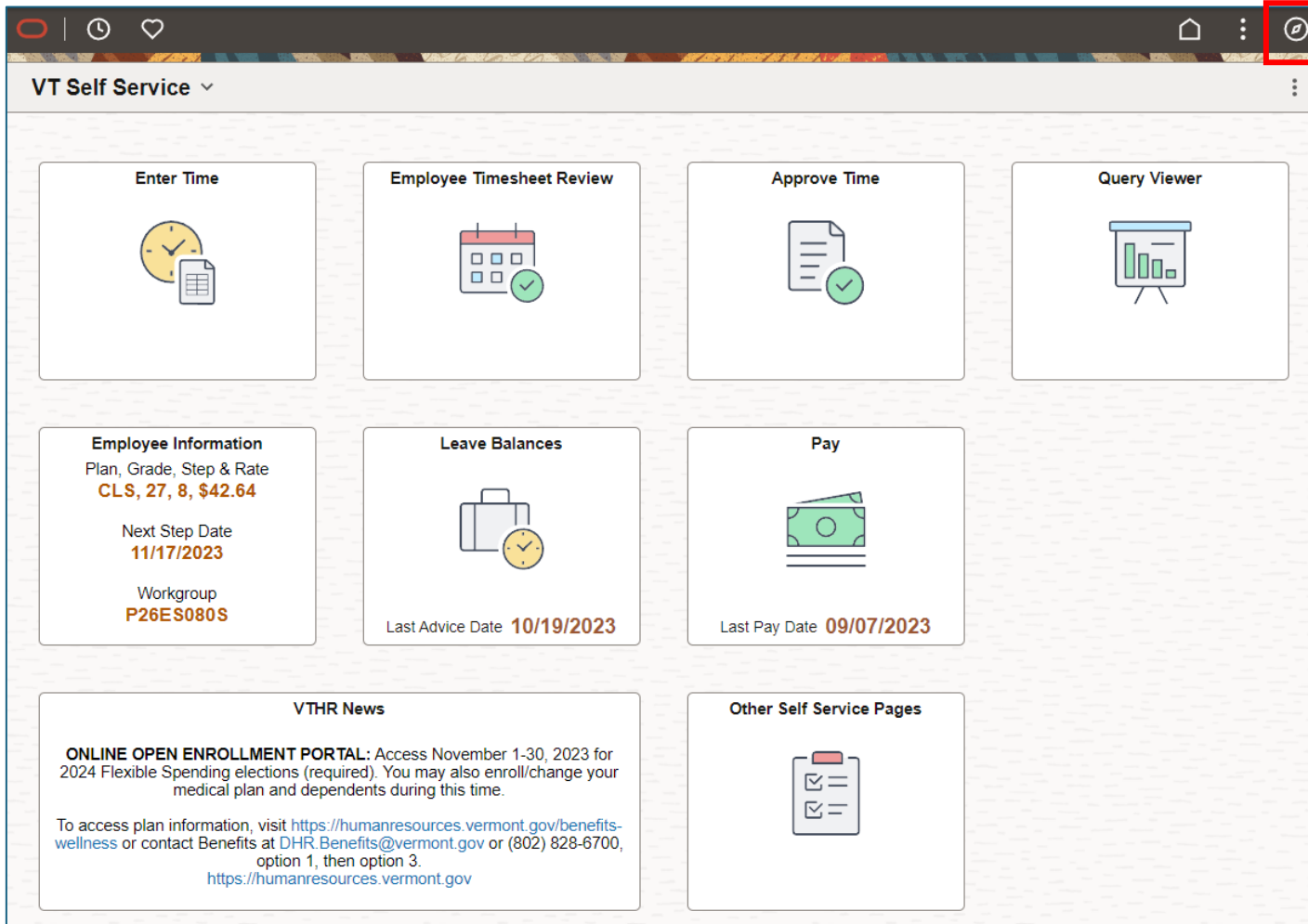# Navigating the Manager Self Service Menu

New Homepage

The new homepage will display tiles that act as shortcuts to specific functions.

You can also navigate to functions by clicking on the **"NavBar"** in the top right of your screen. It is the icon that looks like a compass. Once you click on the NavBar, next click on the "Menu" button to see your menu options. Your options will vary depending on your job role.
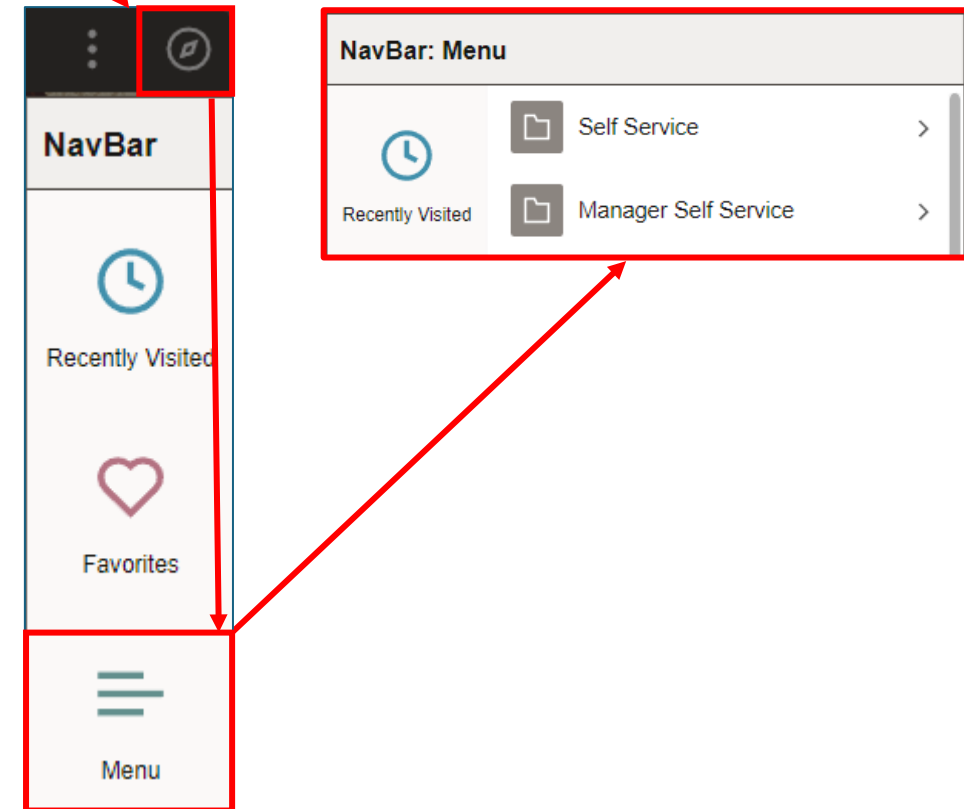
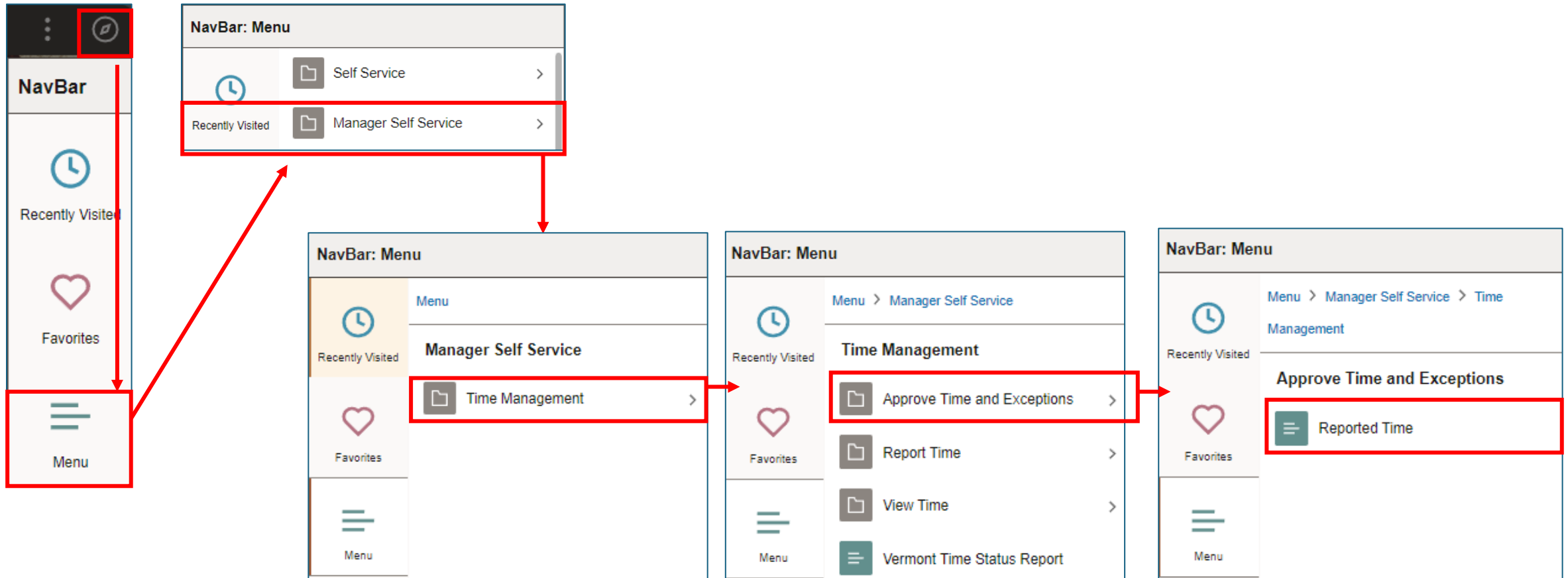# Manager Self Service
Approve Time

Approve Time

Click on the "Approve Time" tile on the homepage
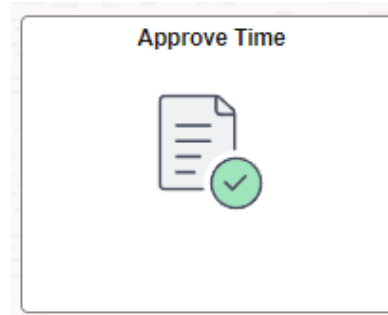
Or click on Menu > Manager Self Service > Time Management > Approve Time and Exceptions> Reported Time

Manager Self Service Approve Time

1. Search for Employee entering criteria below.

Reported Time

Approve Reported Time

Timesheet Summary

∨ Employee Selection

Employee Selection Criteria		Get Employees
Description	**Time Reporter Group**	
Time Reporter Group		Clear Criteria
Employee ID		Save Criteria
Empl Record		
Last Name		
Department		

There were no employees found with Reported Time to approve based upon your selection criteria.

Change View

*View By Week

Date 03/09/2024

☑ Show Schedule Information

Previous Week   Next Week

Report Time

Change View

*View By All Time After

Date 03/23/2024

Calendar

March   2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

‹   Current Date   ›

Employees For Agatha Harkness,

Time Summary   Demographi

Select   Last Name

☐   Last Name

Report Time

Change View

*View By All Time After

All Time After
All Time After
All Time Before
Day
Week

Date

2. Select an employee by clicking on the hyperlink on their last name and approve their time by clicking on "Needs Approval:"

Employees For Agatha Harkness, Time Needing Approval After 03/23/2024

1-1 of 1

Time Summary   Demographics

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Hours Approved or Submitted	Denied Hours
☐	Danvers	Carol	26109	0	HR Administrator II	25.00	25.00	0.00		0.00	0.00

Timesheet

New Window

Employee ID

Empl Record   0

Earliest Change Date   02/11/2024

Workgroup   P14EX040P

Select Another Timesheet

*View By Calendar Period   Previous Period   Next Period

*Date 01/28/2024

Reported Hours   80.00

Reported time on or before 06/01/2024 is for a prior period.

From Sunday 01/28/2024 to Saturday 02/10/2024

	Sun 1/28	Mon 1/29	Tue 1/30	Wed 1/31	Thu 2/1	Fri 2/2	Sat 2/3	Sun 2/4	Mon 2/5	Tue 2/6
		9.00	8.75	8.50	8.00	5.75			8.25	9.50

Reported Time Status   Summary   Exceptions   Payable Time

Reported Time Status

1-11 of 11

Select	Date	Reported Status	Total	TRC	Description	Add Comments
☐	01/29/2024	Needs Approval	9.00	WORK	Hours Worked	💬
☐	01/30/2024	Needs Approval	8.75	WORK	Hours Worked	💬
☐	01/31/2024	Needs Approval	8.50	WORK	Hours Worked	💬
☐	02/01/2024	Needs Approval	8.00	WORK	Hours Worked	💬
☐	02/02/2024	Needs Approval	5.75	WORK	Hours Worked	💬

Manager Self Service
Report Time

Click on the "Employee Timesheet Review" tile on the homepage

Or, click on Menu > Manager Self Service > Time Management > Report Time > Timesheet
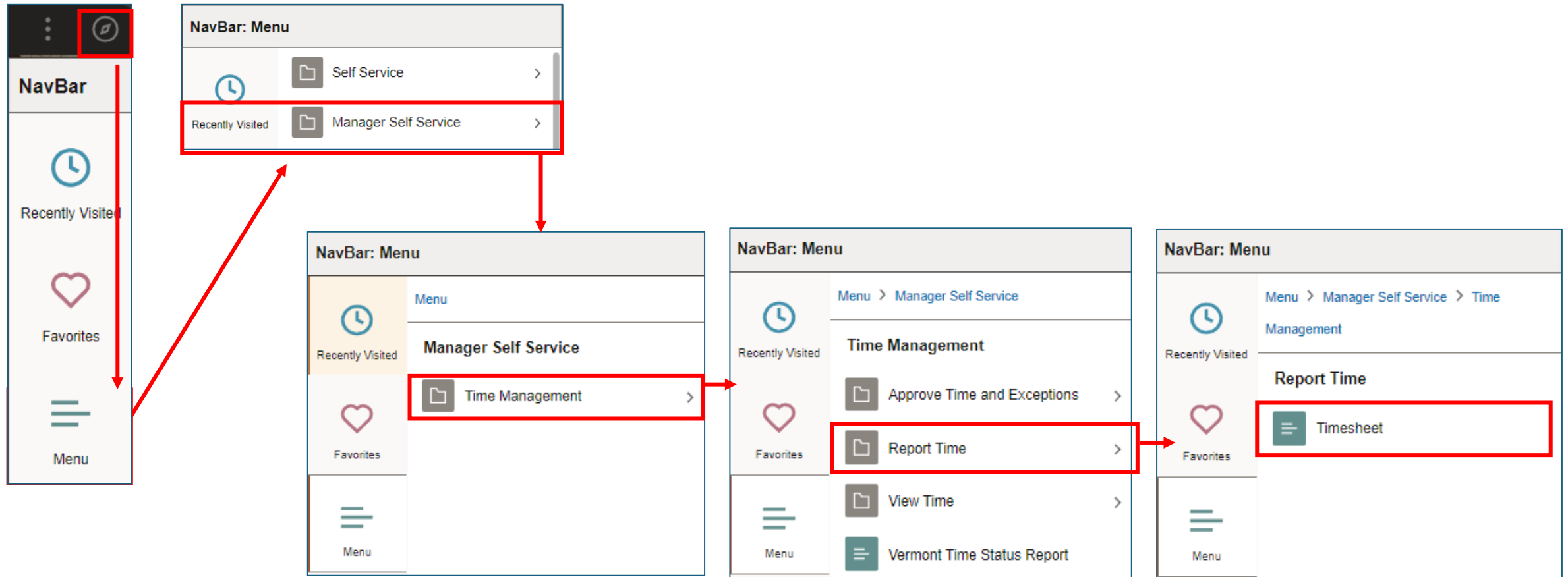
Manager Self Service Report Time

1. Search for Employee entering criteria below, then select employee's last name.

Timesheet

Report Time
Timesheet Summary

⌄ Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	
Employee ID	
Empl Record	
Last Name	Danvers
Department	

Get Employees
Clear Criteria
Save Criteria

Change View

*View By   Week
Date   07/05/2024   Previous Week   Next Week

☑ Show Schedule Information

Employees For Agatha Harkness, Totals From 06/30/2024 - 07/06/2024

Time Summary   Demographics

1-1 of 1

Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Hours Approved or Submitted	Denied Hours
Danvers	Carol	26109	0	HR Administrator II	0.00	0.00	0.00		0.00	0.00

2. View timesheet summary

Timesheet

Employee ID
Empl Record   0
Workgroup   P14EX040P
Earliest Change Date   02/11/2024

Select Another Timesheet

*View By   Calendar Period   Previous Period   Next Period
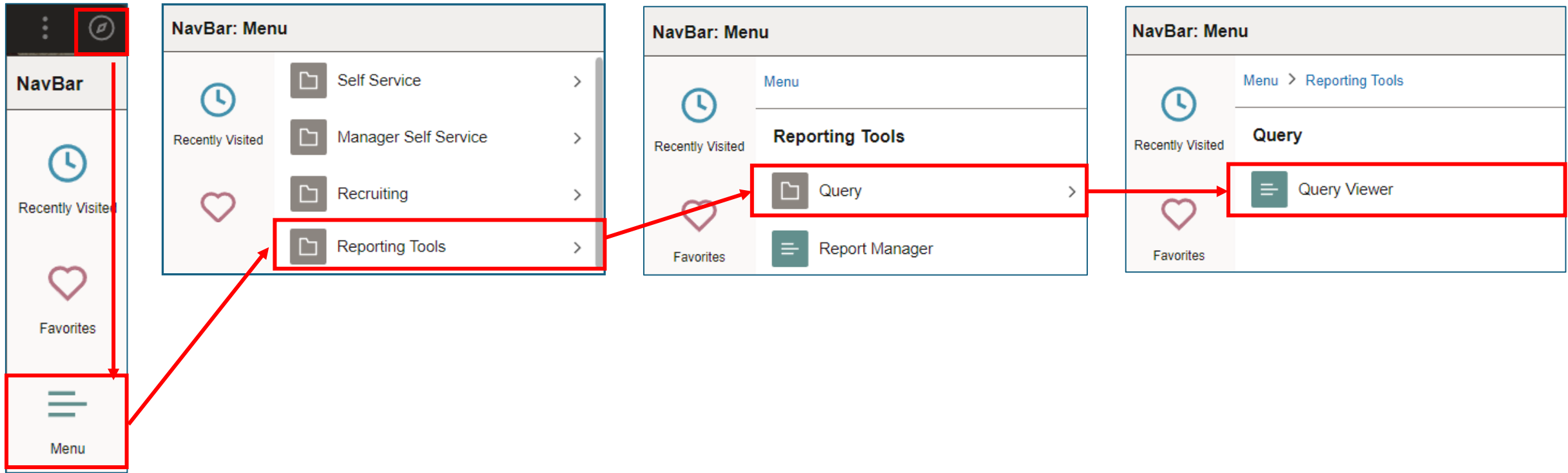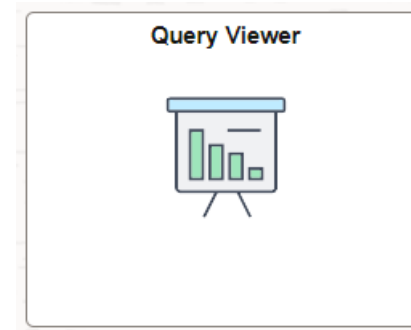*Date   06/02/2024

Reported Hours   0.00

From Sunday 06/02/2024 to Saturday 06/15/2024

Sun 6/2	Mon 6/3	Tue 6/4	Wed 6/5	Thu 6/6	Fri 6/7	Sat 6/8	Sun 6/9	Mon 6/10

Submit

Timesheet Change Notification

Manager Self Service
Query Viewer

Click on the "Query Viewer" tile on the homepage

Or, click on Menu > Reporting Tools > Query > Query Viewer

Manager Self Service
Query Viewer

A basic search field will display, and if you have any queries set as favorites, they will display below the search field.

Click on "Advanced Search" to display more options to enter search parameters.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

Query Name	begins with	
Description	begins with	
Uses Record Name	begins with	
Uses Field Name	begins with	
Access Group Name	begins with	
Folder Name	begins with	
Owner	=	

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.

Search	Clear	Basic Search

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By [Query Name] begins with [   ]

Search	Advanced Search

⌄ My Favorite Queries

1-4 of 4

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
VT_HR_RPT_EFFTDT_POS_INFO_VAC	Including Temps and Vacants	Public		HTML	Excel	XML	Schedule	Lookup References	—
VT_HR_RPT_HIRE_TERM_XFR_IN_OUT	Hired Termed Transfers In/Out	Public		HTML	Excel	XML	Schedule	Lookup References	—
VT_HR_RPT_VACANT_POSITIONS	Classified & Exempt Vacancies	Public		HTML	Excel	XML	Schedule	Lookup References	—
VT_RC_APPLICANTACTIVITY	Applcnt Actvty and Dspstn Hist	Public	RECRUITING	HTML	Excel	XML	Schedule	Lookup References	—

Clear Favorites List

Manager Self Service
Query Viewer

Menu > Reporting Tools > Query > Query Viewer

To add a query to your list of favorite queries, click on the "Favorite" link at the end of the line.

Query Viewer

New Window | Help | Personalize Page

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By [Query Name ▾] begins with [_____]

[Search]   Advanced Search

Search Results

*Folder View [-- All Folders -- ▾]

Query

| | |K < 1-30 of 72 ▾ > >| | View All

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
QA_GP_TL_PAY	View of Payable Time	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
QA_GP_TL_PAYABLE_TIME	QA_GP_TL_PAYABLE_TIME	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
QA_M_TL_PAYABLE_TIME	QA_M_TL_PAYABLE_TIME	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
QA_M_TL_RPTD_TIME	QA_M_TL_RPTD_TIME	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
QA_QL_TL_INT2	Time & Labor Integration/EG	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Manager Self Service
Query Viewer

Menu > Reporting Tools > Query > Query Viewer

To find a *comprehensive list of VTHR queries available to managers and timekeepers:

1. Navigate to the Department of Human Resources Homepage,
2. Select the Managers and Supervisors tab,
3. Under the Workforce Data, Reporting & Compliance section, select Compliance & Reporting,
4. Next click on Forms & Documents icon,
5. Select DHR-VTHR Query Directory.

The most recent listing of queries will be available as an Excel spreadsheet. Click on the link to download it.
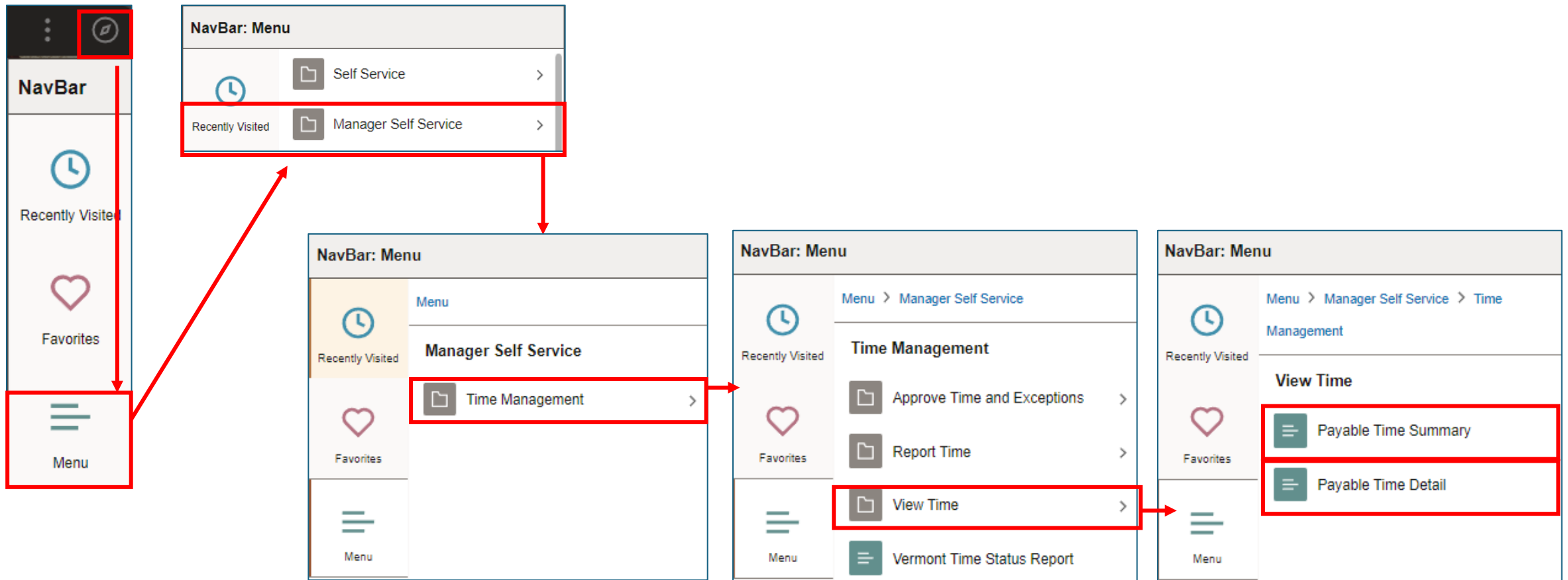
The leave balance query is labeled VT_TL_RPT_LVE_BALANCE_APPROVER

*Access to queries is limited by role, so not all users will have access to all queries listed

Manager Self Service
Payable Time Summary and Payable Time Detail

Menu > Manager Self Service > Time Management > View Time

Manager Self Service Payable Time Summary

1. Enter search criteria to search for the employee; click "Get Employees."

Payable Time Summary

New Window | Help | Personalize Page

Employee ID
Employment Record 0

Start Date 01/21/2024

End Date 01/27/2024

Previous Week   Next Week

Previous Employee   Next Employee

Payable Time From 01/21/2024 To 01/27/2024 ⓘ

Time Reporting Code	Description	Total Quantity	Type	Sun 1/21	Mon 1/22	Tue 1/23	Wed 1/24	Thu 1/25	Fri 1/26
WORK	Hours Worked	40.00	Hours		9.00	6.75	9.50	9.00	5.75

Detail Page
Return to Select Employee

Payable Time Summary
Select Employee

⌄ Employee Selection

Employee Selection Criteria

Get Employees

Selection Criterion	Selection Criterion Value
Time Reporter Group	
Employee ID	
Empl Record	
Last Name	
Department	

Clear Criteria

Save Criteria

Refresh Timesheet

Start Date 07/02/2024   End Date 07/08/2024

Employees For Brenda Carleton

Time Reporters   Demographics

Last Name	First Name	Employee ID	Employment Record	Job Title	Hours to be Approved
Last Name			0		0.000000

2. Click on the last name hyperlink to display the summary for that employee.

Manager Self Service Payable Time Detail

1. Enter search criteria to search for the employee; click "Get Employees."

Payable Time Detail

| New Window | Help | Persona

Employee ID
Employment Record   0

Actions ▾

Start Date 01/01/2024 📅

End Date 06/30/2024 📅 🔄

Previous Employee   Next Employee

> Payable Status Filter

Payable Time ⓘ

| Overview | Time Reporting Elements | Task Reporting Elements | Cost and Approval | ⏭ |

Date	Status	Reason Code	Time Reporting Code	Quantity	TRC Type	Estimated Gross
01/01/2024	Distributed		HOL	8.00	Hours	$285.120000
01/02/2024	Distributed		WORK	9.00	Hours	$320.760000
01/03/2024	Distributed		WORK	8.25	Hours	$294.030000
01/04/2024	Distributed		WORK	9.75	Hours	$347.490000

Payable Time Detail

Payable Time Detail
Select Employee

∨ **Employee Selection**

Employee Selection Criteria		Get Employees

Selection Criterion	Selection Criterion Value
Time Reporter Group	🔍
Employee ID	🔍
Empl Record	🔍
Last Name	Danvers 🔍
Department	🔍

Clear Criteria

Save Criteria

Employees For Agatha Harkness

▦ 🔍

| Time Reporters | Demographics | ⏭ |

Last Name	First Name	Employee ID	Employment Record	Job Title
Danvers	Carol	26109	0	HR Administrator II

2. Click on the last name hyperlink to display the detail for that employee.