

Time Approval: Access this tool through the KHRIS Self-Service Center.

As a manager using KHRIS Time Recording, you will have a time approver security role. This role gives you access to the Time Approval tab.



The Time Approval screen contains four sections.

The Time Approval section will display a list of your employees and the working time they have recorded. A separate line is displayed for each employee per week. Employees can have multiple lines for approval.

Unapproved Time (2)

Approve	Reject	Forward						
	Personnel No.	Employee Name	Next Processor	From	To	Message	Recorded Time	Retro
	32466	Ronnie Adkison	William May	04/10/2016	04/16/2016	⚠	23 H	X
	41449	Juxin Sun	William May	11/13/2016	11/19/2016	⚠	35 H	

Last Refresh 12/05/2016 09:37:50 EST Refresh

Managers can only approve attendance hours after the date is reached.

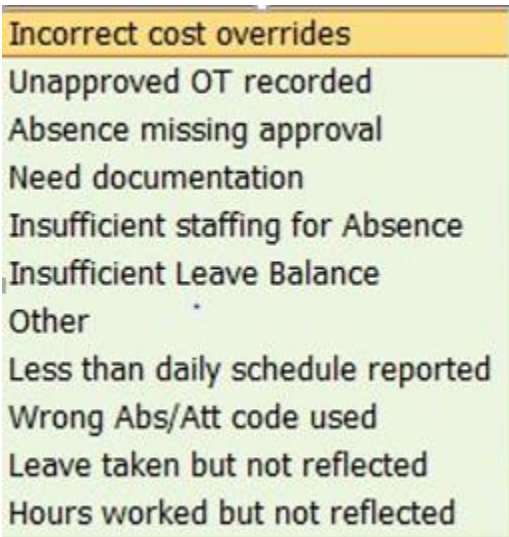


Leave can be approved in the current or future period four (4) weeks in advance.

ANLL	0	7.500 H	Approve	▼
COMP	0	7.500 H	Approve	▼

A manager can approve any entry created by the employee. Each entry has three options; Approve, Reject or Pending. If you have an entry you want to leave in a pending status for you or another supervisor to review further, you can select the Pending option. Everything else marked as Approved, will be approved and the Pending option will remain on the list.

If you reject an employee's time, you need to provide a rejection reason.



The employee will receive an email and must correct and resubmit the time rejected for approval. Below is an example of the email.

Dear employee,

The data record of 10/02/2015 for personnel no. ##### with 7.500 H was rejected by the superior. Reason: Insufficient Balance

Regards,