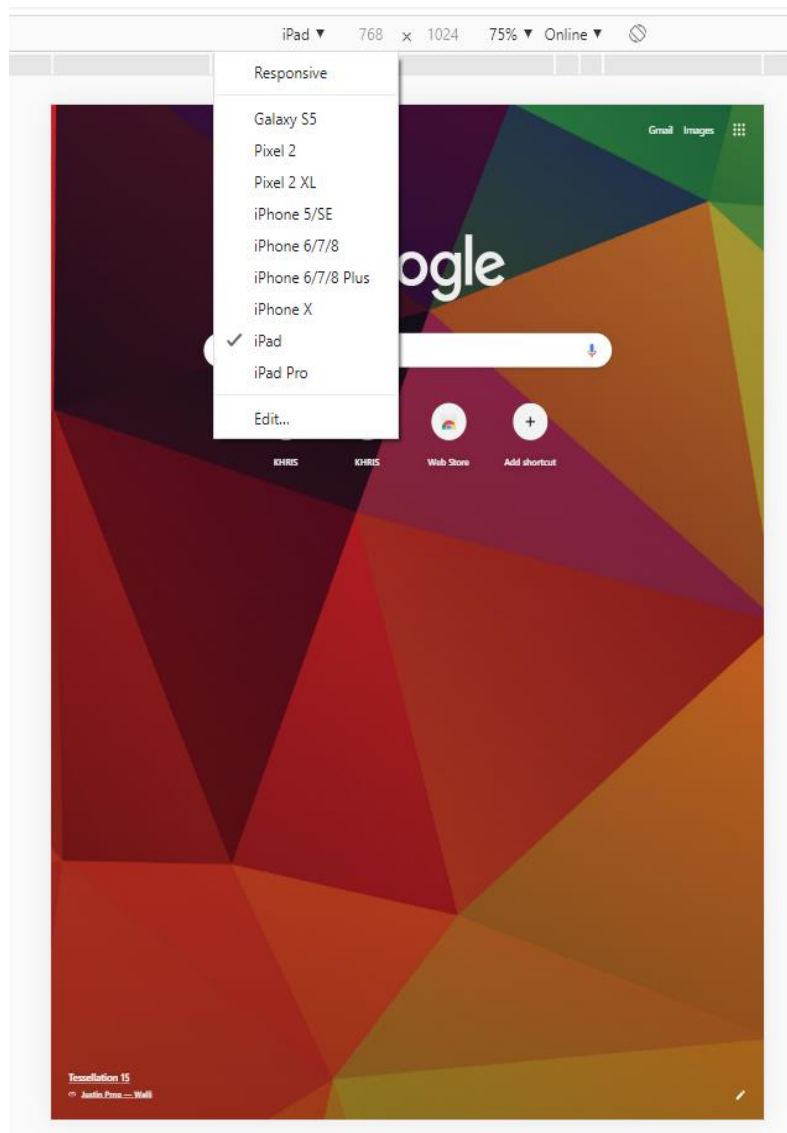




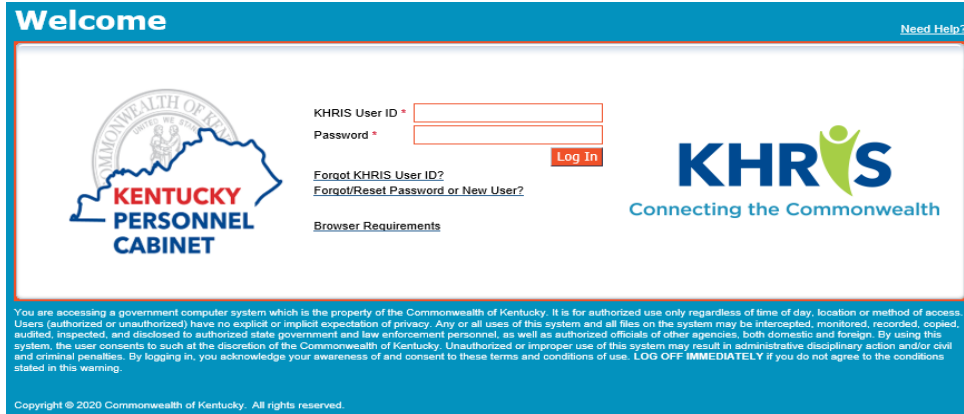
Mobile MSS Approval w/Cost Allocation



Managers approving timesheets through Manager Self-Service on mobile devices will now see cost allocation available. If you are using a mobile device, the correct version will automatically load on your mobile device in the suitable format; therefore, no selection is needed. We have listed all available formats below for your information. For the purpose of this training document, all views will be in the iPad view.



To access the Employee Self-Service Portal use <https://khris.ky.gov> Log in using your KHRIS User ID and Password.



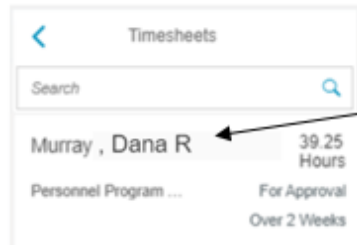
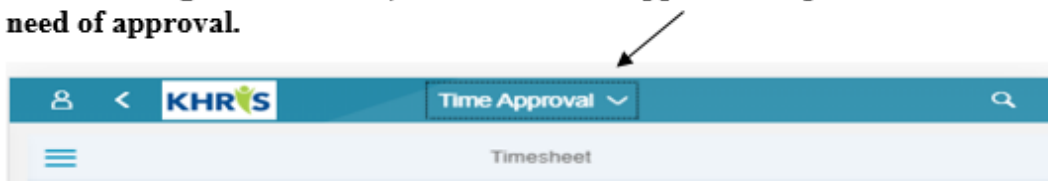
The image shows the KHRIS login page. At the top left, it says "Welcome" and "Need Help?". On the left is the "KENTUCKY PERSONNEL CABINET" logo. In the center, there are input fields for "KHRIS User ID" and "Password", followed by a "Log In" button. Below the fields are links for "Forgot KHRIS User ID?", "Forgot/Reset Password or New User?", and "Browser Requirements". On the right is the "KHRIS Connecting the Commonwealth" logo. At the bottom, there is a disclaimer: "You are accessing a government computer system which is the property of the Commonwealth of Kentucky. It is for authorized use only regardless of time of day, location or method of access. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on the system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized state government and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. By using this system, the user consents to such at the discretion of the Commonwealth of Kentucky. Unauthorized or improper use of this system may result in administrative disciplinary action and/or civil and criminal penalties. By logging in, you acknowledge your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning." Below the disclaimer is the copyright notice: "Copyright © 2020 Commonwealth of Kentucky. All rights reserved."

Timesheet approval is located under Manager Self Service



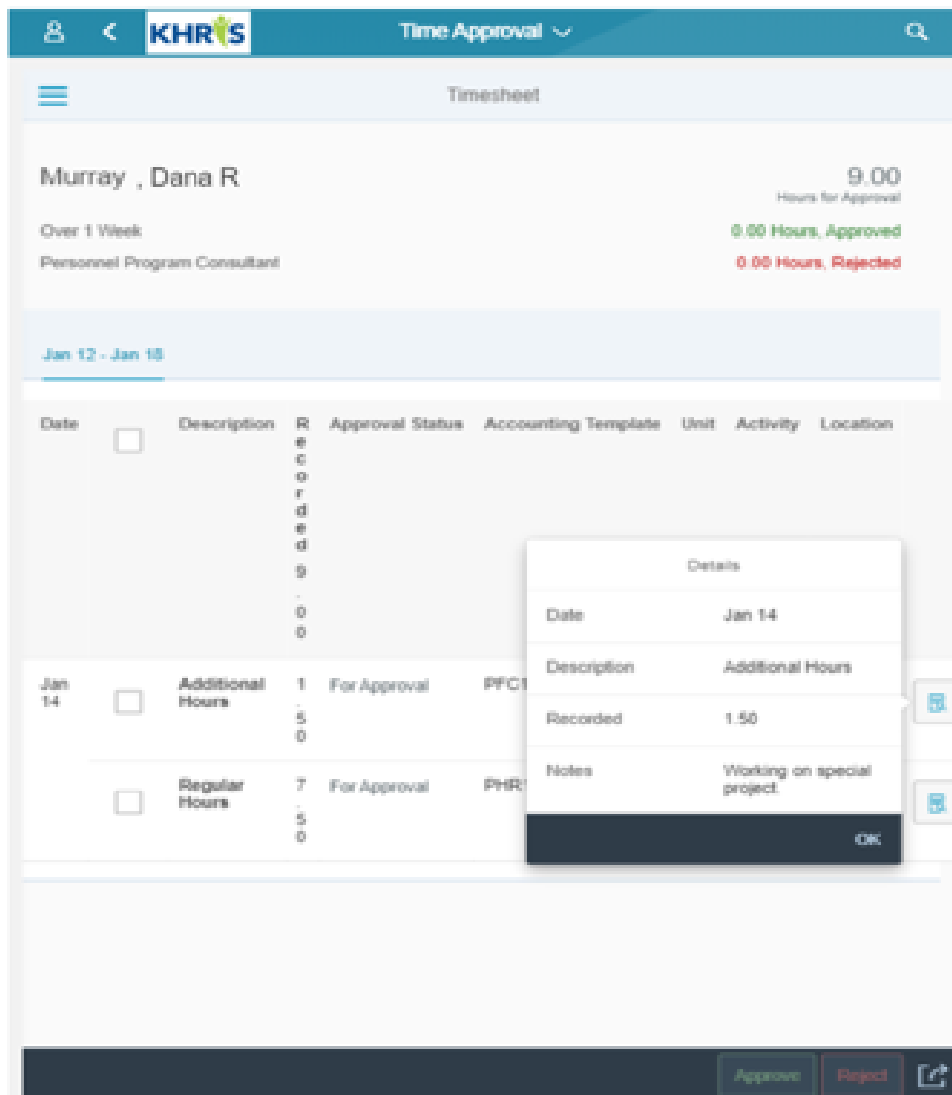
The image shows the KHRIS dashboard. At the top, there is a navigation bar with "Home", "Employee Self-Service", "Manager Self-Service" (circled), and "Employee". Below the navigation bar, there are several tiles. The first tile is "19 MEMBER ANNUAL STATEMENTS". The second tile is "CONNECTING PEOPLE TO PURPOSE" with "MyPURPOSE" logo and "Open Enrollment October 14 - 30, 2019". The third tile is "Elect for Online W-2" with a "Form W-2 Wage" image. Below these tiles is a "Need Help?" button. At the bottom, there is an "Employee Self-Service" section with a grid of tiles: "Time Recording Manage working time", "State Employee Travel", "Salary Statement View my paystubs", "Elect for Online W-2", "Online W-2 View your W-2 online", and "W2 Reprint Request".

Under Manager Self Service, Select the Time Approval drop-down to show timesheets in need of approval.



Click on the employee's name to open the records needing approval.

The manager can review the time data for accuracy, including hours worked, 6ADL, cost allocation, and notes. The manager can approve or reject the time.



The employee can potentially cost allocate to an Accounting Template, Unit, and Activity (as seen below).

The screenshot displays the KHRIS Time Recording interface for creating a time entry. The main window is titled "Create Time Entry" and shows a calendar for January 2020 with the date 15 (Wednesday) selected. Below the calendar, the "Entry Details" section includes a "Hours" field with the value 7.5 and a "Note" field with the text "Notes may be typed in here". Under the "Att./abs. type" section, "Regular Hours (1REG)" is selected. The "Accounting Template" dropdown is set to "Provisional Licensures for Health Facilities (HAAA EA)". The "Unit" dropdown is set to "DIVISION OF ACCOUNTING AND PROCUREMENT SER". The "Activity" dropdown is set to "CHFS ENERGY MANAGEMENT ANALYSIS EQUIP1".

Three external panels are shown with arrows pointing to the corresponding dropdown menus in the main interface:

- Accounting Template Panel:** Lists various templates such as "OIG CMP Program Administration (HAAA CL)", "LTC INVOL. DISCHARGE MEDICAID (HAAA AB)", "LTC INVOL. DISCHARGE NON-MEDICAID (HAAA AC)", "NURSING HOME COMPLAINTS (HAAA AD)", "DAY CARE INVESTIGATIONS (HAAA AE)", "COMPLAINT INVEST TITLE 19 (HAAA AG)", "NURSING HOME REFORM LAW (HAAA CA)", "LIC ACTIV FOR HLTH FAC SERV (HAAA DA)", "Provisional Licensures for Health Facilities (HAAA EA)", "NURSE AID REGISTRATION (HAAA GA)", and "GENERAL OIG SUPPORT (HAAA HA)".
- Unit Panel:** Lists units including "(None)", "OFFICE OF ADMIN & TECHNOLOGY SERVICES (000A)", "OFFICE OF THE OMBUDSMAN (000B)", "OFFICE OF ELECTRONIC HEALTH INFORMATION (000C)", and "OFFICE OF PUBLIC AFFAIRS (000D)".
- Activity Panel:** Lists activities including "(None)", "CHFS ENERGY MANAGEMENT ANALYSIS EQUIPMENT (0549)", "BENEFIND (BENE)", "CHFS CONSTRUCT OATS & OIG OFFICES (CH01)", and "CONSTRUCT SECURE FILE ROOMS AND OFFICES FOR DHR (CH03)".

If the time is approved, the manager will need to confirm the approval by selecting “OK”.

The screenshot displays a mobile application interface for 'Time Approval'. At the top, there is a header with the KHRIS logo and the title 'Time Approval'. Below the header, the user's name 'Murray' is shown, along with '11.00 Hours for Approval'. A summary indicates 'Over 1 Week' with '0.00 Hours, Approved' and '0.00 Hours, Rejected'. The date range is 'Jan 12 - Jan 18'. A table of time entries is visible, with columns for Date, Description, Rate, Approval Status, Accounting Template, Unit, Activity, and Location. A confirmation dialog box is overlaid on the table, asking 'Do you want to approve the selected entries for Murray, Dana R?'. The dialog has 'OK' and 'Cancel' buttons. At the bottom of the screen, there are 'Approve' and 'Reject' buttons.

Date	Description	Rate	Approval Status	Accounting Template	Unit	Activity	Location
Jan 14	Additional Hours	150	For Approval	PFC130			
	Regular Hours	750	For Approval	PHR130			
Jan 15	Additional Hours	200	For Approval	PFA130	793	2020	