
MANAGE SYSTEM APPROVED TIME (MSAT)

A Quick Reference Guide

This process is to replace the UMTL706 report for the HR Batch approved time by confirming the time in the Summit dashboard you acknowledge that you reviewed the time.

Confirming Time

Managers with system approved time will receive a system generated email that includes a link directing to Summit where they will need to log in and navigate to the page to review and confirm time.

1. From the HCM: Department Administration dashboard, click on the Manager Action Items tab.
2. Review the time that is listed for each employee.
3. Confirm all time that is correct by changing the N to a Y in the Confirm column and click the Confirm button. Leave time that is not correct with a status of N and proceed to the next section.

If System Approved Time is not correct

1. If the system approved time is not correct and you need to make an adjustment, select Adjustment Document from the Select Adjustment Document or Confirm Time drop down.
2. This will display the time that was system approved and will add an additional row below it to identify the new time reporting code (TRC) and hours. Print the document as a PDF, write in your changes and sign. Send the adjustment document to your campus HR payroll office.
3. You will now need to confirm the system approved time following the steps above.

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Select Adjustment Document adds an additional row to the grid and gives yo

