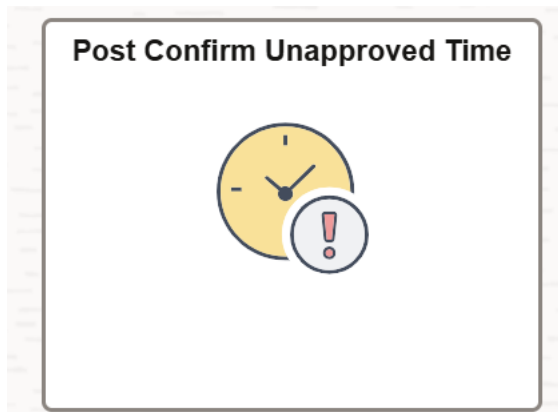


Post Confirm Unapproved Time (PCUT)

1. Log into HR Direct
2. Select “Manager Self Service” from the drop-down menu
3. Select “Post Confirm Unapproved Time” button



4. Enter as much information as possible into the search fields for faster results

Time Reporter Group	<input type="text"/>	Q
Empl ID	<input type="text"/>	Q
Empl Record	<input type="text"/>	Q
Last Name	<input type="text"/>	Q
First Name	<input type="text"/>	Q
Business Unit	<input type="text"/>	Q
Job Code	<input type="text"/>	Q
Department	<input type="text"/>	Q
Supervisor ID	<input type="text"/>	Q
Reports To	<input type="text"/>	Q
Workgroup	<input type="text"/>	Q
Begin Date	<input type="text" value="03/06/2025"/>	<input type="text" value="07/24/2025"/>
End Date	<input type="text"/>	<input type="text"/>
<input type="button" value="Search"/>		<input type="button" value="Clear"/>

Field on the page	What the field represents
Time Reporter Group	Typically, a “Z” group
Empl ID	Employee Id
Empl Record	Employee employment instance
Last Name	Employee last name

First Name	Employee first name
Business Unit	UMAMH, UMBOS, UMCEN, UMDAR, UMLow, UMWOR
Job Code	Job code
Department	Department
Supervisor Id	Employees supervisor id (supervisor employee id)
Reports to	Employees reports to id (reports to employee id)
Workgroup	Workgroup
Begin Date	Defaults to 140 days in the past
End Date	Defaults to “Todays” date

- Press on the “Search” button to return results or press the “Clear” button to blank out the search criteria and re-enter values

Post Confirm Unapproved Time

Job Code

Department

Supervisor ID

Reports To

Workgroup

Begin Date

End Date



[Search](#)

[Clear](#)

	Select	Empl ID	Empl Record	Last Name	First Name	Business Unit	Job Code	Job Description
1	Select	10062511	1			UMCEN	P00388	HR Coordinator
2	Select	10005371	0			UMCEN	P00317	Chief Operating Officer
3	Select	10016672	2			UMCEN	P00050	Network Specialist, Prin

- Press the “Select” hyperlink next to the employee you’d like to review and approve their time

Post Confirm Unapproved Time

<div></div>			
	Select	Empl ID	Empl Record
1	Select	10062511	1
2	Select	10005371	0
3	Select	10016672	2
4	Select	10096209	0
5	Select	10117762	1
6	Select	10080727	1
7	Select	10000267	1
8	Select	10082900	3

7. To review the employee's timesheet, select the Open Timesheet button to open a new window and search for the employee.

[Open Timesheet](#)

Example 1: The time was changed from 8 hours of regular pay to 7 hours of regular pay along with 1 hour of family sick time. On 5/2 there is a negative 8 hours for REG pay and a positive 7 hours for REG along with 1 hour of FSK.

Post Confirm Unapproved Time - Employee Results

		Date Under Report	Time Reporting Code	Quantity	Status	User ID
<input type="checkbox"/>	1	05/02/2025	FSK	1.000000	TP	HRBATCH
<input type="checkbox"/>	2	05/02/2025	REG	7.000000	TP	HRBATCH
<input type="checkbox"/>	3	05/02/2025	REG	-8.000000	TP	HRBATCH

8. Is the time correct?

A. YES

1) Click on “Select All” to approve all the time for the employee.

Note: If you press the "Select All" button, this will include all rows as the page will only show the first 25 rows

Select All

2) Enter any comments

3) Click “Acknowledge Selected” so you will not get emailed again

Acknowledge Selected

B. NO

1) Press the “Timesheet Correction Form” button to be directed to your campus specific time page

Timesheet Correction Form

2) Enter any comments

3) Click “Acknowledge Selected” so you will not get emailed again

Acknowledge Selected

9. If you decide you don’t want to select all rows you may press the un-select all and all checkboxes will blank out

Un-select All

10. Click on the Return to Select Employee to return the search page

Return to Select Employee

General Notes:

- You can navigate to the “Previous Employee” and “Next Employee” to work through the list of employees based on your search criteria
- Use the “Return to Select Employee” hyperlink to go back to the search page