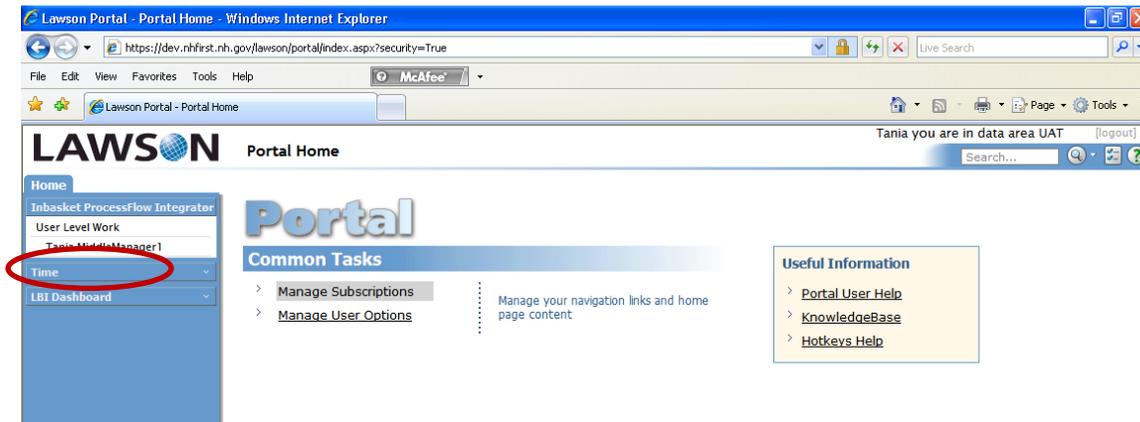


Proxy Time Approval & Leave Request Approval for Part Time

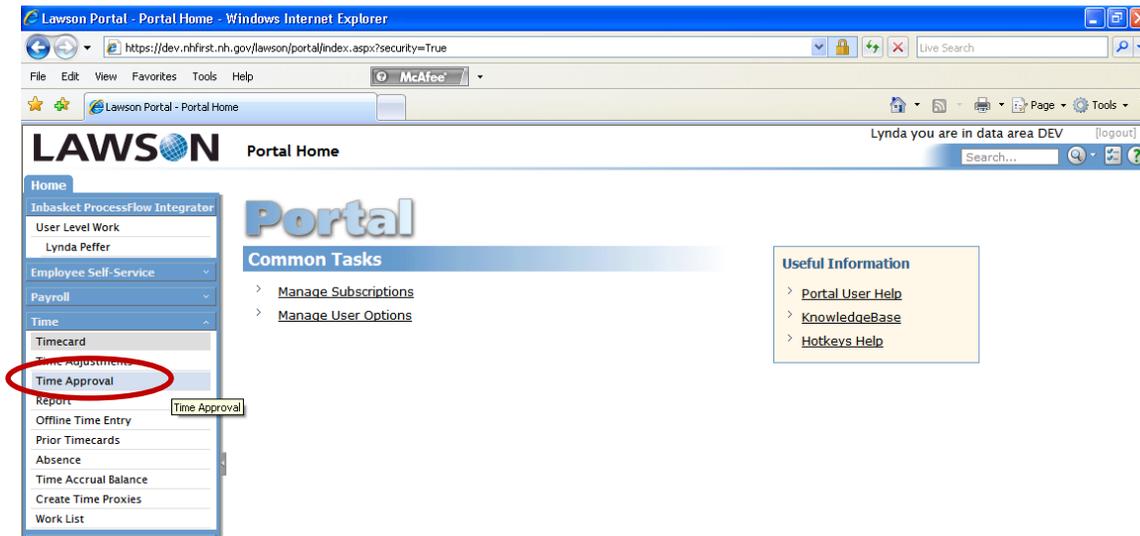
Purpose: These instructions are for approving or rejecting time and leave requests through a manager for a part time employee.

Example: Middle Manager 1 needs to approve time and leave for the part time resource who reports to Middle Manager 3.

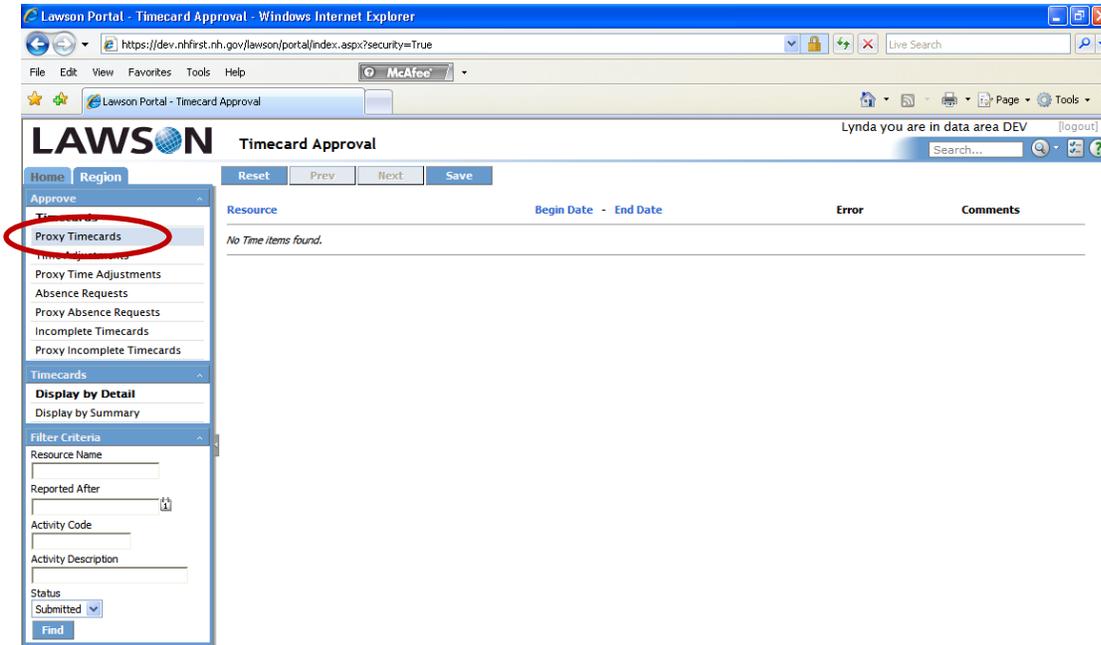
Proxy Time Approval for Part Time - Click on Time



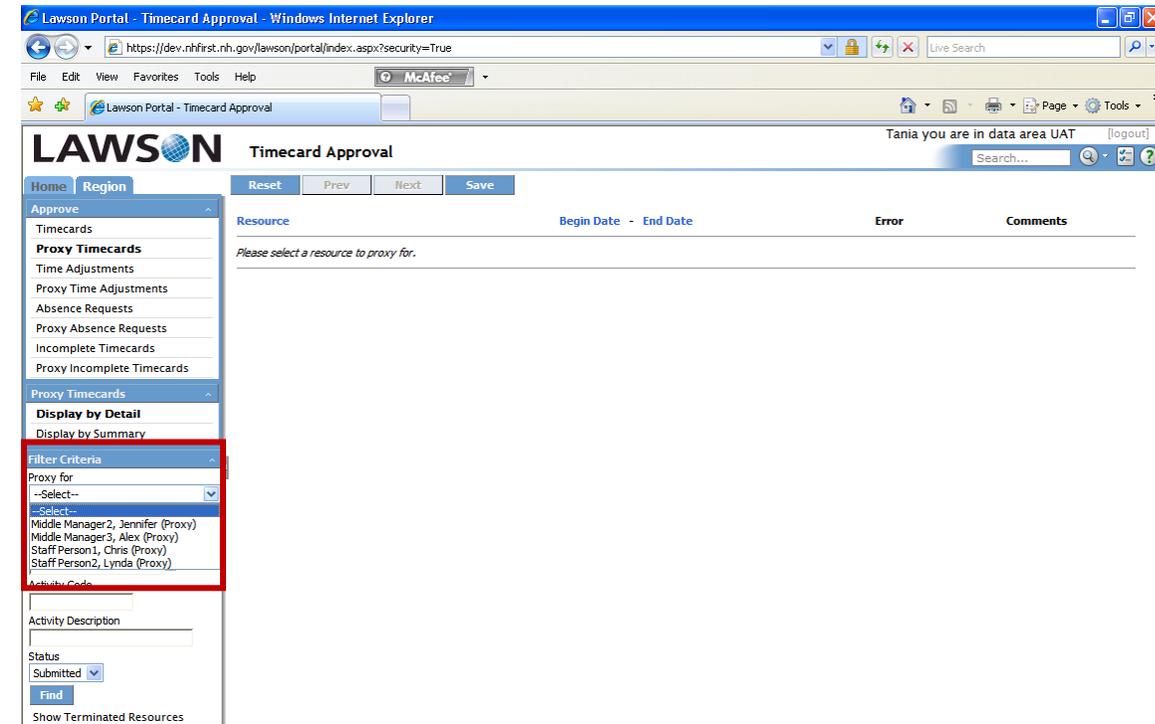
Next Click on Time Approval



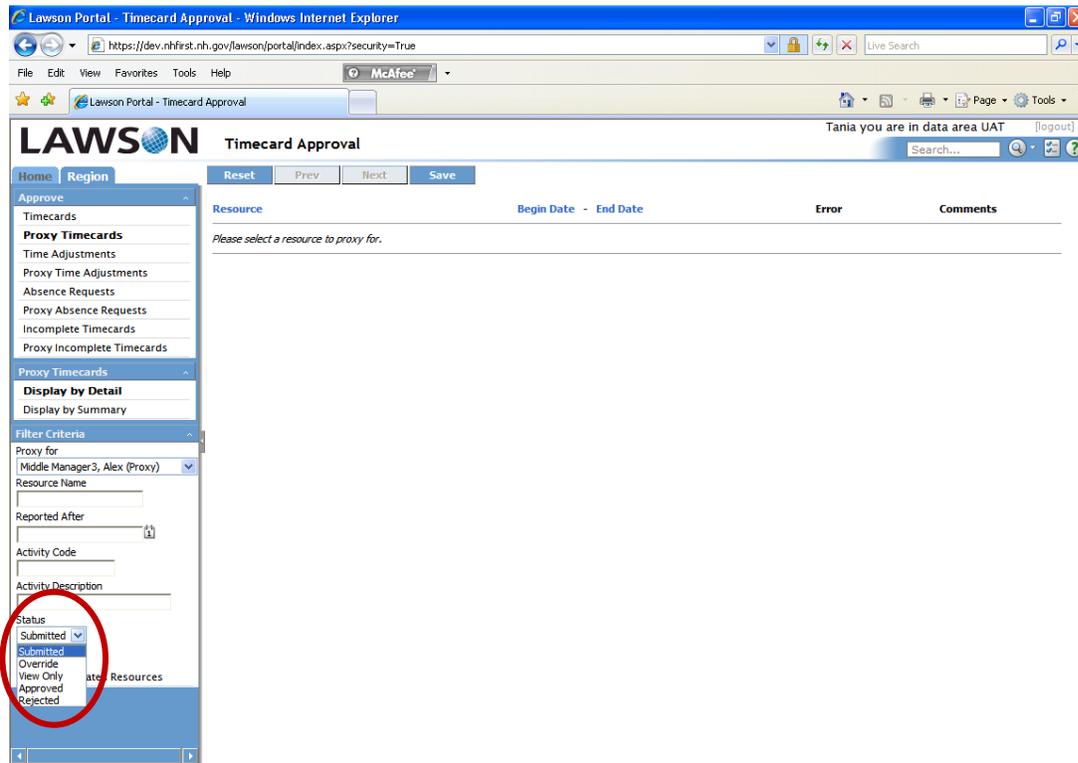
Next click on **Proxy Timecards**



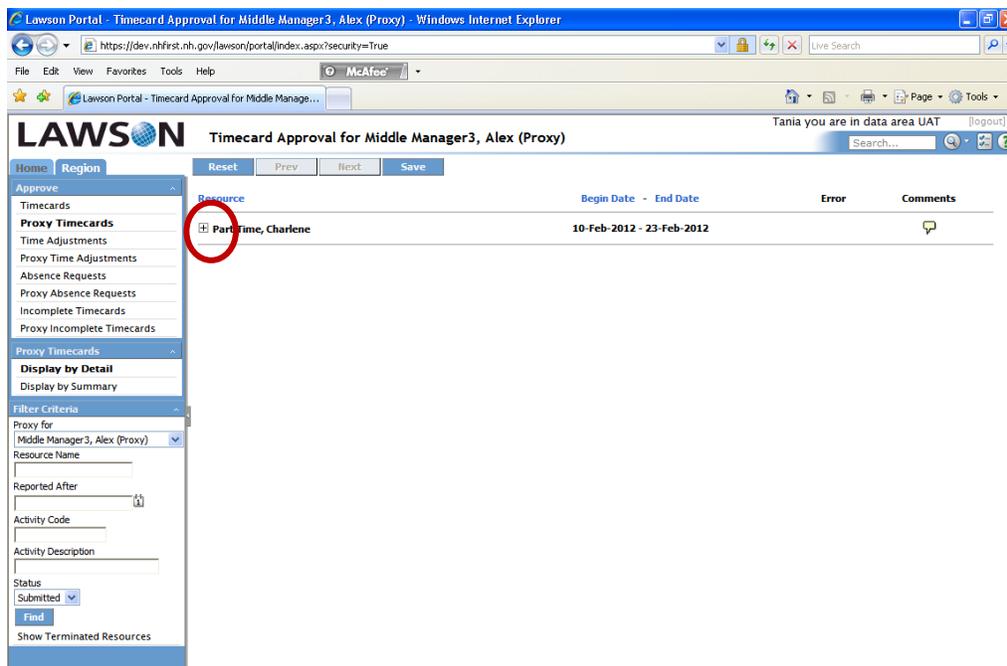
Once you click Proxy Timecards it opens up the Filter Criteria area on the left; you will see under filter criteria a "Proxy For" drop down, click the arrow and choose the manager to proxy for. In this case the Middle Manager 1 needs to approve the timecard for part timer through Middle Manager 3.



You will also notice in the Filter Criteria section you can change the **Status**, this is to view timecards in many different statuses. The default status is always **submitted**; this status will show you only timecards that have been submitted to the manager. Once you choose the status click **Find**.



You will now be viewing the timecards which are submitted to the manager for his/her approval or rejection; notice that on the top you will see **Timecard Approval for EMPLOYEE NAME**. Click the box with the + symbol to open time card for the part time resource.



Once you open up the timecard you will see each line submitted by the employee, time can be approved or rejected from this screen.

(If you do not see the boxes for Approve and Reject you may need to scroll down on the right and then you will see a scroll that goes left and right, scroll to the right)

Lawson Portal - Timecard Approval for Middle Manager3, Alex (Proxy) - Windows Internet Explorer

https://dev.nhfirst.nh.gov/lawson/portal/index.aspx?security=True

McAfee

Lawson Portal - Timecard Approval for Middle Manager3, Alex (Proxy)

Home Region

Reset Prev Next Save

Begin Date - End Date

Error Comments

Resource

Part Time, Charlene 10-Feb-2012 - 23-Feb-2012

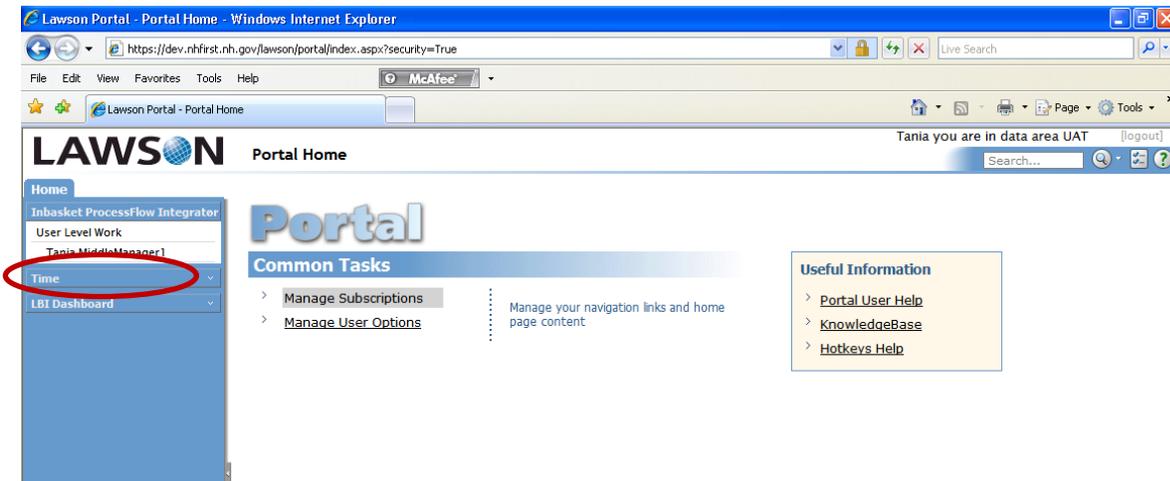
Timecard Payroll Status = Submitted
Timecard Project Status = N/A
Total Timecard Hours = 28.00

Report Date	Hours	Hr In	Min In	Hr Out	Min Out	Pay Code	Add Info	Comment	Lawson Activity	Cost Center	Task List	Error	Approve	Reject	Pa
10-Feb-2012	4.00	08	0	12	0	REGULAR PAY			---	---	Response		<input type="checkbox"/>	<input type="checkbox"/>	Su
13-Feb-2012	4.00	08	0	12	0	REGULAR PAY			---	---	Response		<input type="checkbox"/>	<input type="checkbox"/>	Su
14-Feb-2012	4.00	08	0	12	0	REGULAR PAY			---	---	Response		<input type="checkbox"/>	<input type="checkbox"/>	Su
16-Feb-2012	4.00	08	0	12	0	REGULAR PAY			---	---	Response		<input type="checkbox"/>	<input type="checkbox"/>	Su
17-Feb-2012	4.00	08	0	12	0	REGULAR PAY			---	---	Response		<input type="checkbox"/>	<input type="checkbox"/>	Su
21-Feb-2012	4.00	08	0	12	0	REGULAR PAY			---	---	Mitigation		<input type="checkbox"/>	<input type="checkbox"/>	Su
22-Feb-2012	4.00	08	0	12	0	REGULAR PAY			---	---	Mitigation		<input type="checkbox"/>	<input type="checkbox"/>	Su

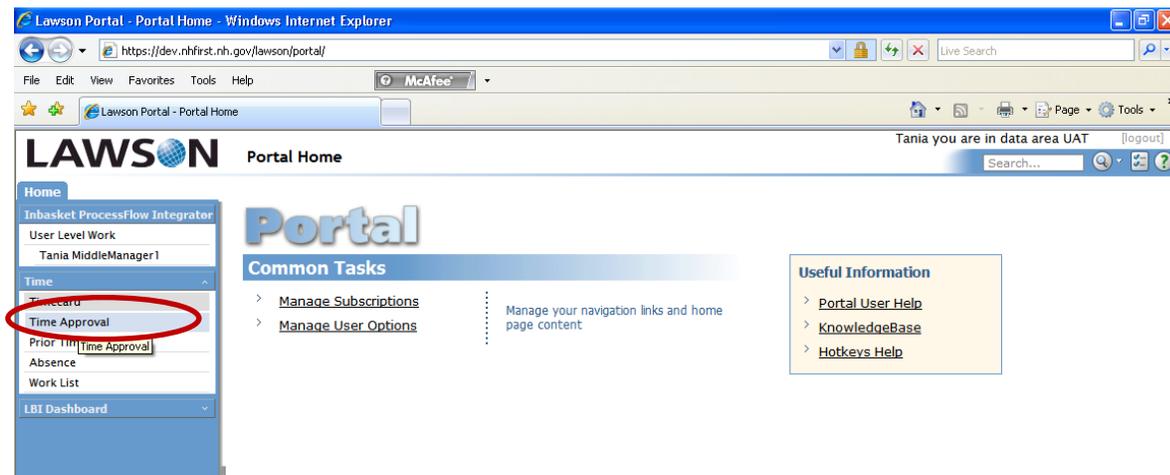
Total Hours = 28.00

You can approve or reject by line or by timecard (top box). If you must reject a line you will need to contact the user to fix their timecard and resubmit. Use the comment flag to let the user know the reason for rejection.

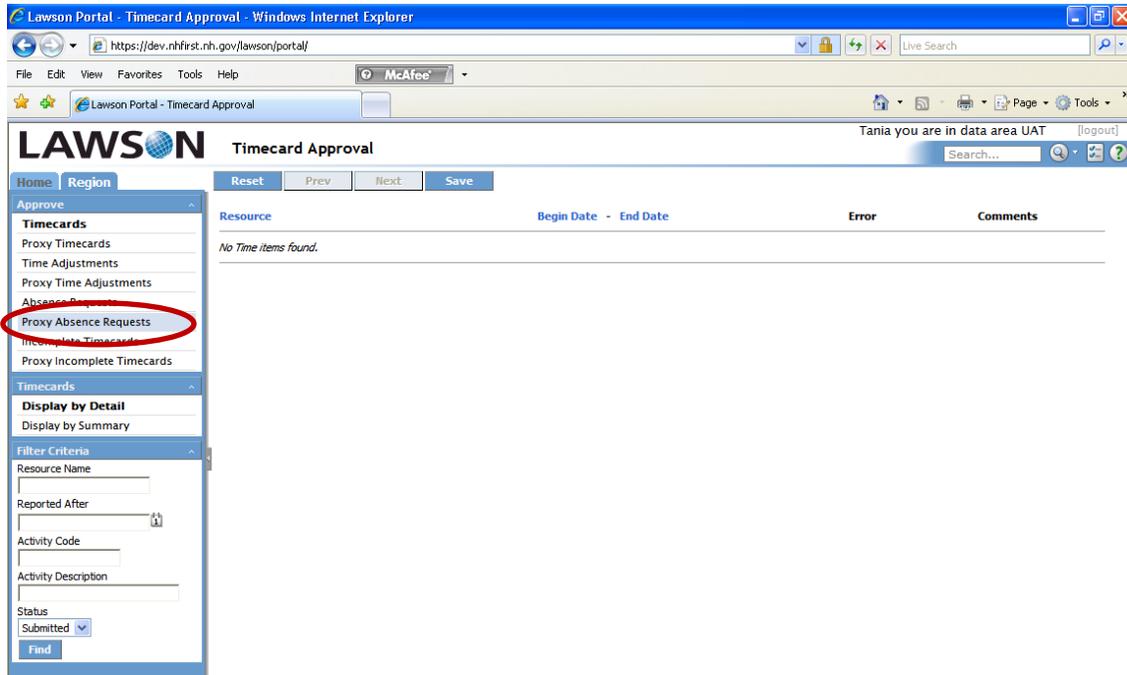
Proxy Absence Request Approval for Part Time - Click on Time



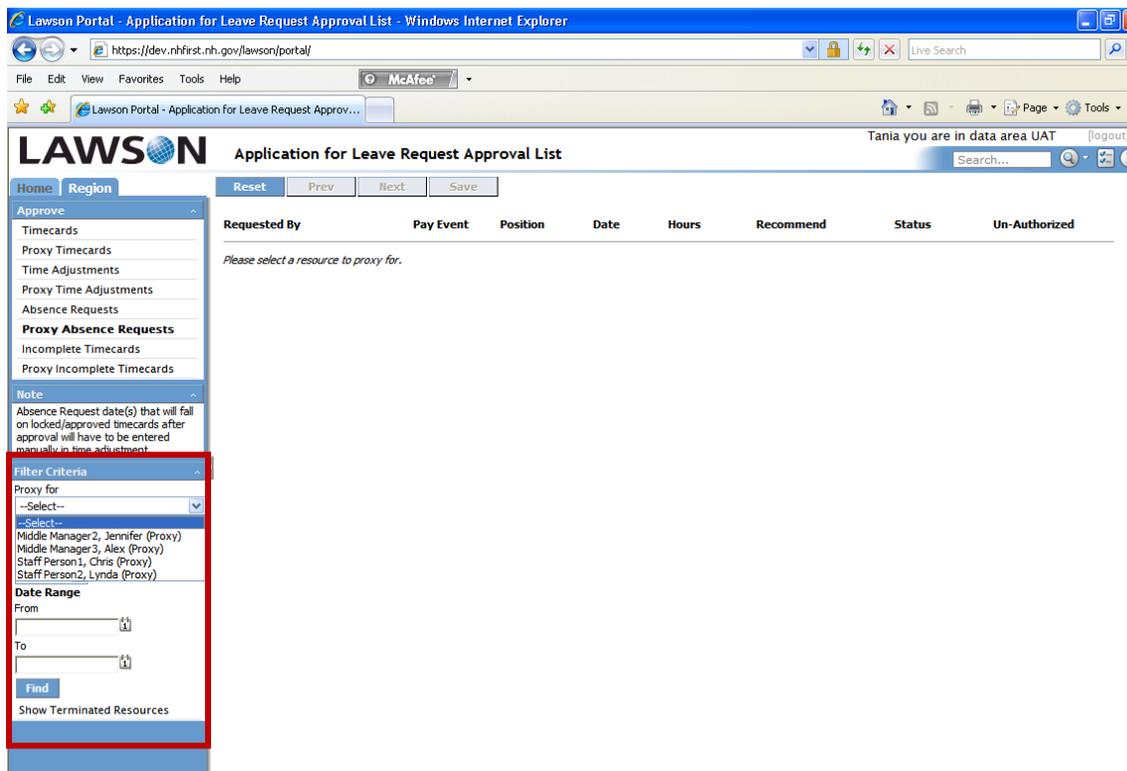
Next click on **Time Approval**



Next click on **Proxy Absence Requests**



Once you click Proxy Absence Requests it opens up the Filter Criteria area on the left; you will see under filter criteria a “Proxy For” drop down, click the arrow and choose your employee to proxy for, then click **Find**. In this case the Middle Manager 1 needs to approve the leave request for part timer through Middle Manager 3.



You will now be seeing the Application for Leave Request Approval List screen for your proxy manager's direct reports (part time); requests can be approved or rejected from this screen.

Lawson Portal - Application for Leave Request Approval List - Windows Internet Explorer

https://dev.nhfirst.nh.gov/lawson/portal/

McAfee

Lawson Portal - Application for Leave Request Approval List

Tania you are in data area UAT [logout]

LAWSON Application for Leave Request Approval List

Reset Prev Next Save

Requested By	Pay Event	Position Date	Hours	Recommend	Status	Un-Authorized
Part Time, Charlene	COMPENSATION LEAVE USAGE	17-Feb-2012 from 08:00 to 12:00	for 4.00 hours	Yes	Approve Reject	Submitted

Approve Reject

Filter Criteria

Proxy for: Middle Manager3, Alex (Proxy)

Resource Name: []

Approval Type: Normal

Date Range: From [] To []

Find

Show Terminated Resources