

CAPPS Desk Aid

Time and Labor Insights – Time in Needs Approval Status

Note: This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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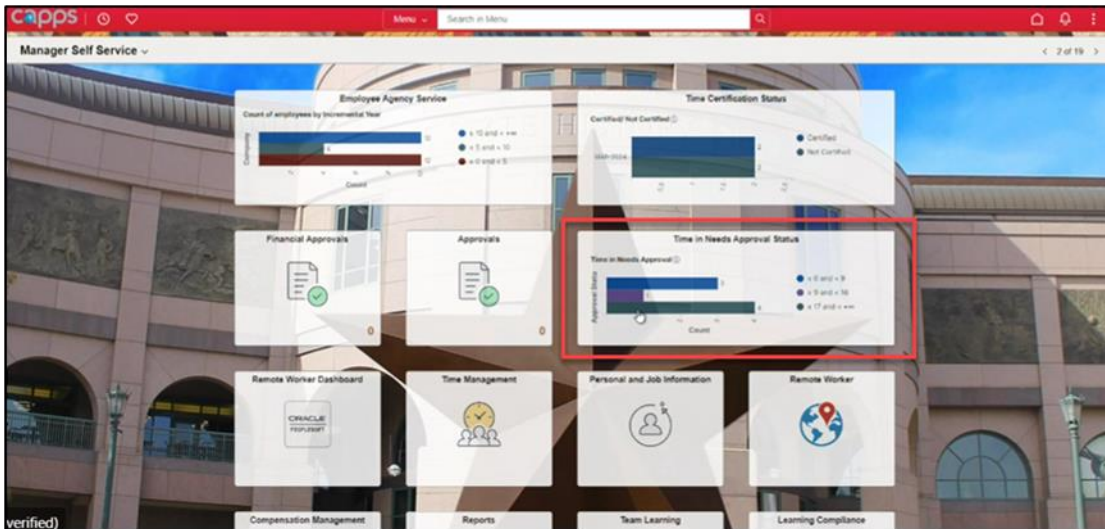
Time and Labor Insights – Time in Needs Approval Status

Overview

The Manager Self Service dashboard contains Time and Labor (TL) Insights tiles and sections that provide employee information tools for data analysis and sorting. One of the Insights tiles is the *Time in Needs Approval Status* tile, which allows managers to view data related to entries in the Time in Needs Approval (NA) status.

Navigation

Dashboard: Manager Self Service; **Tile:** Time in Needs Approval Status



Note: The placement of the tiles may vary depending on the sizing as well as the manager’s level of access.

Time in Needs Approval Status Tile

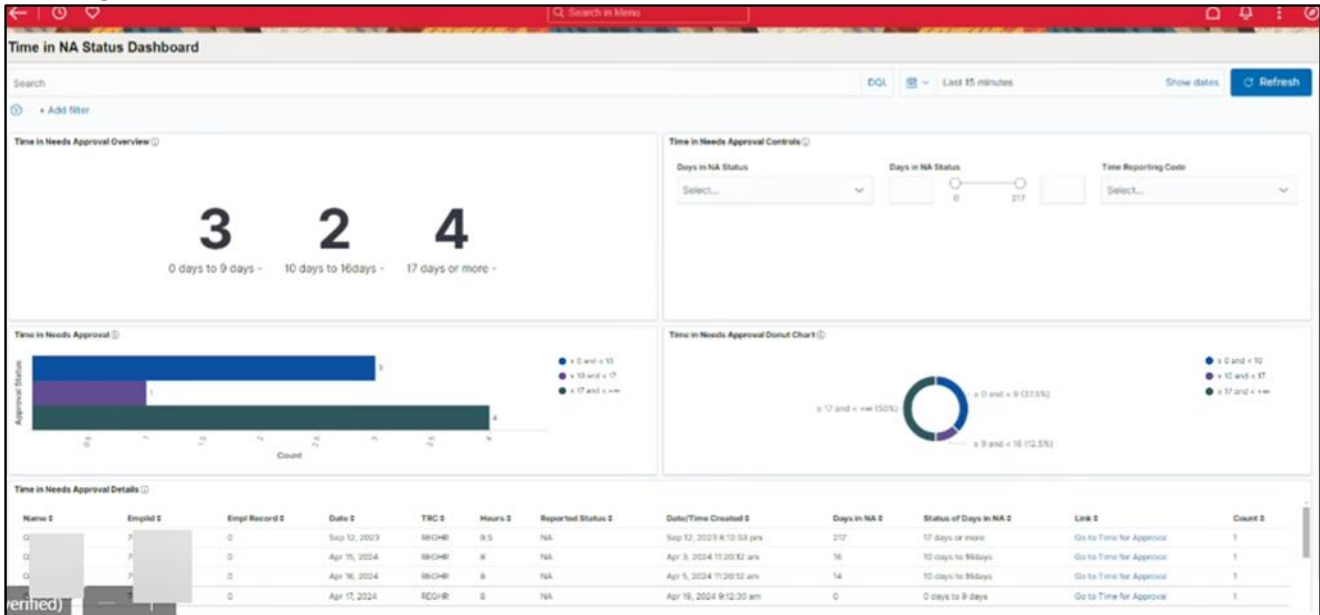
The *Time in Needs Approval Status* tile is an Insights tile that displays a horizontal bar chart depicting the number of entries in NA status and the number of days with that status. The status has three categories:

- 0 days to 9 days
- 10 days to 16 days
- 17 days or more

Select the **Time in Needs Approval Status** tile to access the *Time in Needs Approval (NA) Status* Insights page (i.e. *Time in NA Status Dashboard*).

Time in NA Status Insights Page

The *Time in NA Status Dashboard* Insights page offers a comprehensive overview of entries with the NA status, featuring visualizations and information sections.



The sections on the *Time in NA Status* Insights page include:

- Custom Filter
- Time In Needs Approval Overview
- Time in Needs Approval Controls
- Time in Needs Approval (bar chart)
- Time in Needs Approval Donut Chart
- Time in Needs Approval Details

Note: For optimal performance, the *Time in NA Status Dashboard* displays only the first 500 data items. Use filters to refine the dataset displayed on the dashboard.

Sections Analysis

Sections on the *Time in NA Status* Insights page provide information, visualizations and controls related to Time in NA Status entries.

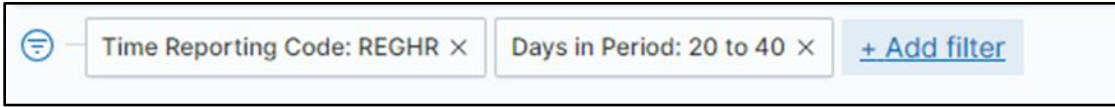
Custom Filter

The *Custom Filter* feature lets the user filter data through selected fields and added criteria. Filters may be combined, edited and removed. Filters applied in one section also apply to all other sections of the *Time in NA Status* Insights page.

- **To Add a filter:** Select **+ Add filter** and enter the filter's field, operator and criteria.
- **To Remove a filter:** Select the **X** in the filter box.
- **To Edit a filter:** Select a filter (a dropdown list displays) and select **Edit Filter**. The filter menu displays where edits are allowed.

Example: Filtering by *Time Reporting Code* (TRC) provides a view of only the time in NA status entries with the selected TRC. To filter by TRC:

1. Select **+ Add filter**.
2. Select **Time Reporting Code**.
3. Enter a valid TRC.



Multiple filters can be added to affect the viewable data. Another possible filter is *Days in Period: 20 to 40*.

Note: If filter criteria are selected and no entries display, then there are no entries in the time in NA status related to the filter criteria.

Time In Needs Approval Overview

The *Time in Needs Approval Overview* section provides a clear overview of the number of time entries and the days they have been in NA status. There are three categories:

- 0 days to 9 days
- 10 days to 16 days
- 17 days or more

As filters are applied, the numbers in the display box adjust accordingly.

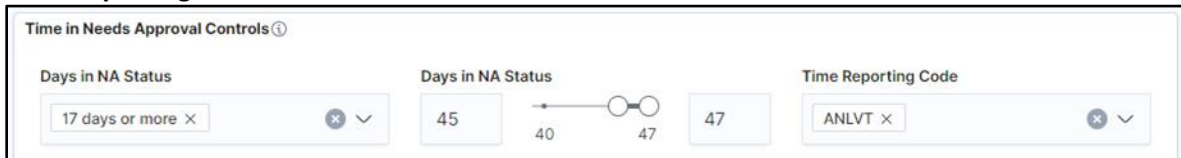


Note: Filtering options can be adjusted from this section by selecting a category. To clear any filters, use the filter section at the top of the page.

Time in Needs Approval Controls

The *Time in Needs Approval Controls* section is a filtering tool that simplifies the process by offering these three options:

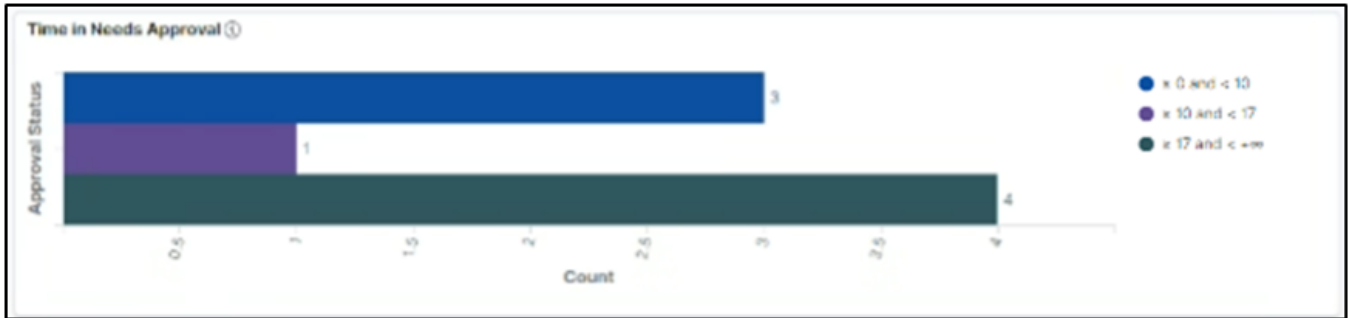
- **Days in NA Status:** Select one of the three grouping categories.
 - 0 days to 9 days
 - 10 days to 16 days
 - 17 days or more
- **Days in NA Status:** Select a range of days within the selected grouping category.
- **Time Reporting Code:** Select a valid TRC.



Time in Needs Approval

The *Time in Needs Approval* visualization displays a horizontal bar chart depicting a count of the entries in NA status, along with the number of days in that status. There are three categories:

- 0 and < 10
- 10 and < 17
- 17 and < ∞ (infinity)



Note: Filtering options can be adjusted from this section by selecting a category. To clear any filters, use the filter section at the top of the page.

Time in Needs Approval Donut Chart

The *Time in Needs Approval Donut Chart* section provides a donut graph with three slices. Each slice represents the percentage of the entries in NA status within the three categories representing a range of days:

- 0 and < 10
- 10 and < 17
- 17 and < ∞ (infinity)



Note: Filtering options can be adjusted from this section by selecting a category. To clear any filters, use the filter section at the top of the page.

Time in Needs Approval Details

Time in Needs Approval Details provides employee-level details for the time entries in NA status and a hyperlink that navigates directly to the *Timesheet Approval* page.

Name #	Empid #	Empl Record #	Date #	TRC #	Hours #	Reported Status #	Date/Time Created #	Days in NA #	Status of Days in NA #	Link #	Count #
			Nov 12, 2023	REGHR	9.5	NA	Nov 12, 2023 8:12:53 pm	217	17 days or more	Go to Time for Approval	1
			Apr 16, 2024	REGHR	8	NA	Apr 8, 2024 11:20:82 am	16	10 days to 16 days	Go to Time for Approval	1
			Apr 16, 2024	REGHR	8	NA	Apr 5, 2024 11:20:12 am	14	10 days to 16 days	Go to Time for Approval	1
			Apr 12, 2024	REGHR	8	NA	Apr 10, 2024 9:12:30 am	0	0 days to 9 days	Go to Time for Approval	1

Fields

These fields display:

- **NAME:** First and last name of the employee the time entry affects.
- **EMPLOYEE ID:** ID number of the employee.
- **EMPLOYEE RECORD NUMBER**
- **DATE:** Date displayed as month, day and year.
- **TRC:** Five-character TRC of the time entry.
- **HOURS:** Number of hours affected by the time entry (displayed in numerical format with partial hours shown as a decimal).
- **REPORTED STATUS:** Displays *NA* for *Needs Approval*.
- **DATE/TIME CREATED:** Date and time the entry was created (displayed as month, day, year, hour, minute, second and am or pm).
- **DAYS IN NA:** Number of days the entry has been in *NA* status.
- **STATUS OF DAYS IN NA:** Number of days using one of the three categories:
 - 0 days to 9 days
 - 10 days to 16 days
 - 17 days or more
- **LINK:** Displayed as *Go to Time for Approval* and navigates directly to the ***Timesheet Approval*** page.
- **COUNT NUMBER**

Sorting

The data rows can be sorted by any column header. Select the header once for ascending order and select again for descending order.

Column Filtering

Each column includes a filtering feature. Hover over a selected field to see the plus (+) and minus (-) magnifying glasses.

- Select the plus (+) magnifying glass to filter for value.
–or–
- Select the minus (-) magnifying glass to filter out value.

Date	Filter for value	TRC	Hours
Feb 5, 2024	REGHR	REGHR	9.5
Feb 6, 2024	SICKT	SICKT	2
Feb 7, 2024	JURYD	JURYD	4

Date	TRC	Hours
Feb 5, 2024	REGHR	9.5
Feb 6, 2024	SICKT	2
Feb 7, 2024	JURYD	4

Note: To remove the filtering, use the Filter section at the top of the page.

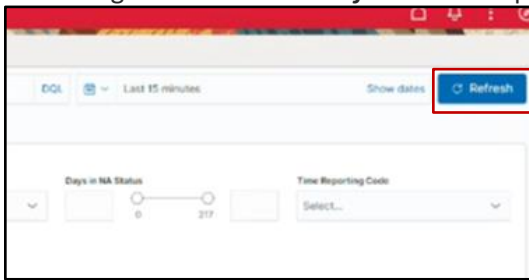
Linking to Timesheet Approval Page

Every row on the *Time in Needs Approval Details* table has a *Go to Time for Approval* hyperlink. Each hyperlink opens a new tab navigated to the corresponding **Timesheet Approval** page, where the time entry can be approved.

Date/Time Created	Days in NA	Status of Days in NA	Link	Count
Sep 12, 2023 8:12:53 pm	217	17 days or more	Go to Time for Approval	1
Apr 3, 2024 11:29:12 am	16	10 days to 16days	Go to Time for Approval	1
Apr 5, 2024 11:29:12 am	14	10 days to 16days	Go to Time for Approval	1
Apr 19, 2024 9:12:30 am	0	0 days to 9 days	Go to Time for Approval	1



After returning to the tab of the *Time in Needs Approval Insights* page, the approval is only visible after refreshing the data. Select **Refresh** in the upper right corner of the page.



Note: Remember to close the tab of the **Timesheet Approval** page. Leaving the tab open and unused may cause CAPPS to time out.

Exporting Data

The *Time in Needs Approval Details* section offers exporting the data to an Excel spreadsheet. There are two formats from which to choose when exporting:

- *Raw* data export
- *Formatted* data export



The most significant difference between the *Raw* and the *Formatted* data export is how the hyperlinks are displayed. The *Raw* data export displays the entire URL linked to the **Timesheet Approval** page.

Name	Emplid	Empl Record	Date	TRC	Hours	Reported Status	Date/Time Created	Days in NA	Status of Days in NA	Link
		0	5-Feb-24	REGHR	9.5	NA	2/8/2024 15:59	40	17 days or more	https://erphcmcpatst.cpa.texas.gov/psc/pschcmst4_newwin/EMPLOYEE/HRMS/c/TL_MAN
		0	6-Feb-24	SICKT	2	NA	2/8/2024 15:59	40	17 days or more	https://erphcmcpatst.cpa.texas.gov/psc/pschcmst4_newwin/EMPLOYEE/HRMS/c/TL_MAN
		0	7-Feb-24	JURYD	4	NA	2/8/2024 15:59	40	17 days or more	https://erphcmcpatst.cpa.texas.gov/psc/pschcmst4_newwin/EMPLOYEE/HRMS/c/TL_MAN
		0	8-Feb-24	REGHR	10	NA	2/8/2024 15:59	40	17 days or more	https://erphcmcpatst.cpa.texas.gov/psc/pschcmst4_newwin/EMPLOYEE/HRMS/c/TL_MAN
		0	8-Apr-24	ANLVT	8	NA	4/22/2024 13:23	0	0 days to 9 days	https://erphcmcpatst.cpa.texas.gov/psc/pschcmst4_newwin/EMPLOYEE/HRMS/c/TL_MAN
		0	18-Apr-24	REGHR	10	NA	4/22/2024 13:23	0	0 days to 9 days	https://erphcmcpatst.cpa.texas.gov/psc/pschcmst4_newwin/EMPLOYEE/HRMS/c/TL_MAN
		0	15-Jan-24	ANLVT	1	NA	2/1/2024 0:00	47	17 days or more	https://erphcmcpatst.cpa.texas.gov/psc/pschcmst4_newwin/EMPLOYEE/HRMS/c/TL_MAN
		0	19-Feb-24	ANLVT	1	NA	2/1/2024 0:00	47	17 days or more	https://erphcmcpatst.cpa.texas.gov/psc/pschcmst4_newwin/EMPLOYEE/HRMS/c/TL_MAN

The *Formatted* data export does not display the URL links, but a linked named *Go to Time for Approval*.

Name	Emplid	Empl Record	Date	TRC	Hours	Reported Status	Date/Time Created	Days in NA	Status of Days in NA	Link	Count
		0	5-Feb-24	REGHR	9.5	NA	2/8/2024 15:59	40	17 days or more	Go to Time for Approval	1
		0	6-Feb-24	SICKT	2	NA	2/8/2024 15:59	40	17 days or more	Go to Time for Approval	1
		0	7-Feb-24	JURYD	4	NA	2/8/2024 15:59	40	17 days or more	Go to Time for Approval	1
		0	8-Feb-24	REGHR	10	NA	2/8/2024 15:59	40	17 days or more	Go to Time for Approval	1
		0	8-Apr-24	ANLVT	8	NA	4/22/2024 13:23	0	0 days to 9 days	Go to Time for Approval	1
		0	18-Apr-24	REGHR	10	NA	4/22/2024 13:23	0	0 days to 9 days	Go to Time for Approval	1
		0	15-Jan-24	ANLVT	1	NA	2/1/2024 0:00	47	17 days or more	Go to Time for Approval	1
		0	19-Feb-24	ANLVT	1	NA	2/1/2024 0:00	47	17 days or more	Go to Time for Approval	1

Revision History

Date	Description of Change	Changed By
Feb. 21, 2025	Initial release.	D. Alkire