MANAGE SYSTEM APPROVED TIME (MSAT)
A Quick Reference Guide

Instructions to Confirm Time

Managers with PeopleSoft system approved time will receive an auto-generated email from Summit_Delivers@umassp.edu that includes a link to Summit.

Subject: Action Required: System Time Approval Needed
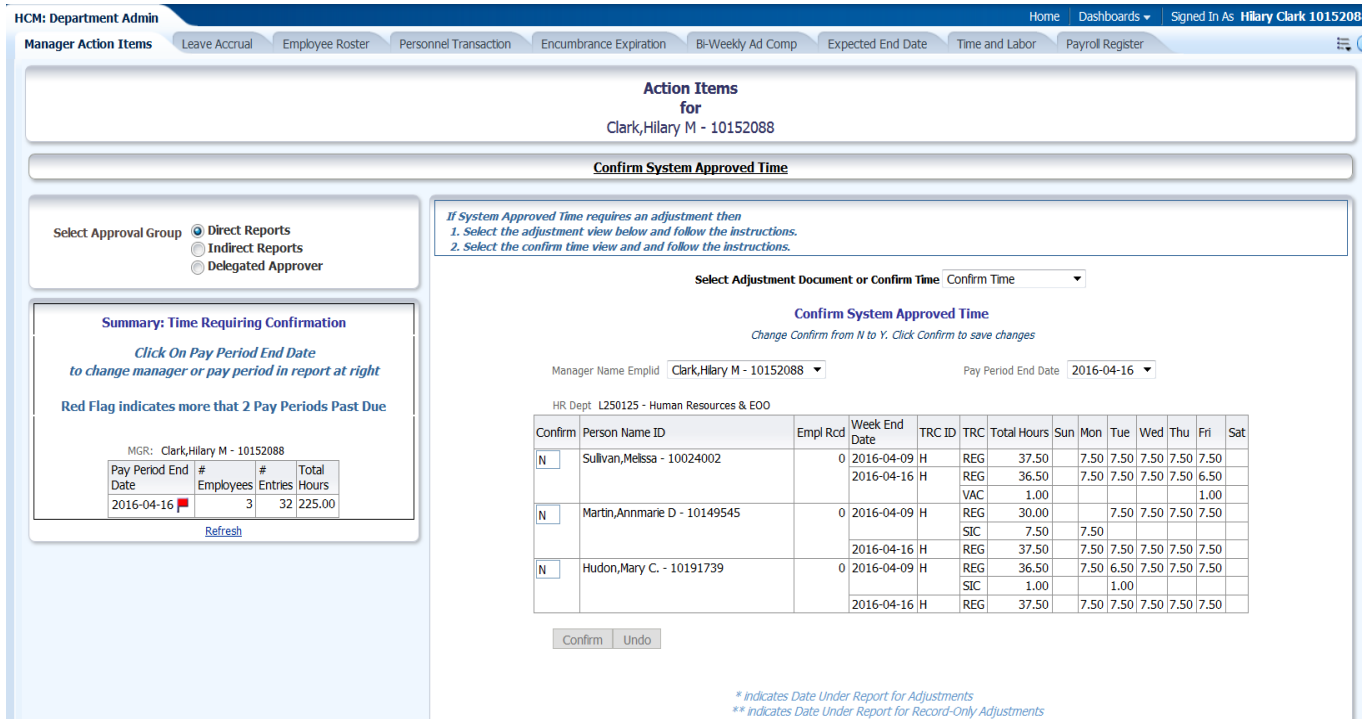

Action Required: System Time Approval Needed

You have unapproved payroll time paid to your employee/s that requires your confirmation.

Time that remains unconfirmed for more than for 2 pay periods will cause a notification to be sent to your direct manager.

Please follow the link below to the SUMMIT dashboard HCM: Department Admin where you can review and confirm time. A link to your campus's instruction is available there.

https://prd.umass-summit.net/analytics/HCM: Department Admin

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1. Access the link, log into Summit and from the **HCM: Department Admin** dashboard, review the **Manager Action Items** tab.
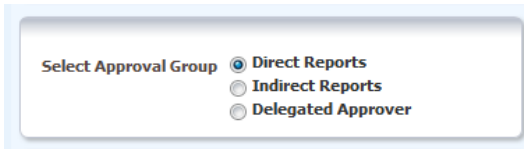

2. Review the system approved time that is displayed for each employee.
3. Confirm that the time is accurate and update the "N" to a "Y" in the Confirm column and click the Confirm button which approves the time. If the time needs to be corrected follow the next set of instructions "Instructions to Correct Time".

Instructions to Correct Time

1. If the time is incorrect you must still **confirm** that you reviewed the time by placing a "Y" in the confirm column.
2. To make a correction, submit a timesheet correction to payroll for processing and email it to: payrollumms@umassmed.edu. The form is located payroll section of the HR forms intranet page https://inside.umassmed.edu/hr/forms/home/.

Select Approval Group: Indirect Reports and Delegates

If applicable, you may see the following radio buttons on the page in the "Select Approval Group" section:

- Direct Reports – displays system approved time for employees that report directly to you.
- Indirect Reports – displays system approved time for employees that report to one of your direct reports. You may have multiple options under the Manager Name Emplid ID drop down if you have more than one indirect report.
- Delegated Approver- displays system approved time for employees that report to managers that you are a delegated approver for. You may have multiple selections under the "TL Group ID" drop down if you are a delegate for more than one manager.

Toggle between the three choices to review and approve time following the steps above.

Summary: Time Requiring Confirmation Report

The pay periods that need to be approved are included in this report which can be found on the left side of the page. A red flag indicates that the time is more than two pay periods overdue for confirming. Double click on the Pay Period End Date to display the details in the main screen for review and updating.

Note- when you change Approval Groups, click the Refresh link below the Summary report.

MSAT – Manage System Approved Time