

MyUK MSS has a feature, which enables supervisors to view text that employees have included with the time entry. Some example of uses for this, could be explaining a variation from their traditional work schedule.

-If you are using the **APPROVER** tab or the *WORK OVERVIEW* link from the **MANAGER SELF SERVICE** tab, single-click on the work item in your task list:

Subject	From
<a href="#">Approval of Working Times</a>	[Redacted]

- To see details of each day’s hours worked, click on the red Number link:

View: UK- Standard Approval View

Collective Approval

EE Id	Empl./Appl.Name	Att / Abs Type	A/A type text	Frm	To	Message	Number	Approval
[Redacted]	[Redacted]	1005	HOURS WORKED	12/11/2016	12/17/2016	[Warning Icon]	<a href="#">22 H</a>	Approve All

-To view the Notes, click on the Number link for the day you wish to review:

Show Approved Working Times

Indiv. Approval for EE Id 39890, Att / Abs Type 1005, Period From 12/11/2016 To 12/17/2016 Recorded 22 H

Date	Empl./Appl.Name	Employee	Rec. Cctr	Att./abs. type	Number	Approval
12/12/2016	[Redacted]	[Redacted]		1005	<a href="#">10 H</a>	Approve
12/13/2016	[Redacted]	[Redacted]		1005	<a href="#">12 H</a>	Approve

-The notes entered by the employee for that particular date will be displayed:

Details of Recorded Working Time

Field	Curr. To Be Approved
Empl./Appl.Name	[Redacted]
Employee	[Redacted]
Date	12/13/2016
Att./abs. type	1005
Hours	12
Rec. Cctr	
WBS Element	
Rejection reas.	

Additional Information: I stayed late to finish up that project. I will plan to leave early on Friday.

After reviewing the notes, close that pop-up window, and you will be returned to the screen with the Transfer button to continue the approval process.