

QRG – MSS Time Entry Notes Feature

MyUK MSS has a feature which enables supervisors to view text that employees have included with their time entry. This feature can my useful for explaining variations from 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:



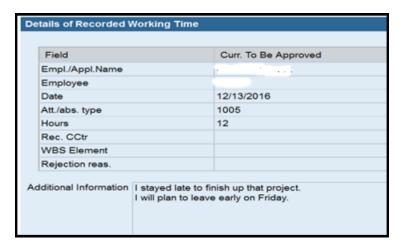
• To see details of each day's hours worked, click on the red <u>Number</u> link:



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



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



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

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