

## Make Time Approval Easier: Setting a Department Code default in SHARE

This will set your Manager Self Service to have your Department set as a default search criteria, which controls the employee list you see when approving time.

You need to know your department code. If you don't know it, instructions for finding this are below. If the correct list of employees in your department (or division) is displayed when approving time, you don't need to take any action.

Using the top navigation bar, click the Navigator icon (last on right, compass icon) Navigator (compass icon) > Manager Self Service > Time Management > Manager Search Options. You should see this screen:

The screenshot shows the 'Manager Search Options' configuration page. At the top, there is a navigation bar with a back arrow and the title 'Manager Search Options'. Below the navigation bar, the page title 'Manager Search Options' is displayed. The user's name 'Jerred Weingarten' is shown. The page is divided into several sections:

- Loading of Matching Employees:** Includes radio buttons for 'Auto Populate Results' and 'Prompt for Results' (selected).
- Default Criteria Presentation:** Includes radio buttons for 'Show Criteria List Collapsed' and 'Show Criteria List Expanded' (selected).
- Show Schedule Information:** A checkbox that is checked.
- Employee Selection Criteria:** A table with columns for Description, Selection Criterion Value, Include in Criteria, and \*Include in List. The 'Department' row is highlighted with a red box, showing a value of '21103%' in the Selection Criterion Value field and 'Include Description Only' in the \*Include in List dropdown.
- Data Loading in Time Management:** A table with columns for Folder, Portal Label, and \*Chunk Size. It lists various folders and their corresponding chunk sizes.

At the bottom of the page, there is a 'Save' button.

Fill out the Department field with the first five digits of your department code followed by the %

sign. In this example, department “21103%” is entered. If you manage a division with multiple departments, enter the first three digits and % (for example, “211%”).

Make sure the checkbox for that row is checked (it should be checked already). No other changes are needed.

Click the Save button at the bottom of the screen.

After this, when you go to Manager Self Service to approve time, click the “Get Employees” button and you should get a list of all employees in your department (or division) that have time waiting for approval.

### Finding Your Department Code

If you don’t know your department code you need to retrieve it. On the Manager Self Service page shown below, or the Search Options page above, use the search feature (the hourglass symbol). For example, JID department codes start with “2110”. Type that in the Department field and SHARE will display auto-complete options. Find your specific department code and note the first 5 digits. (If you are responsible for multiple departments within your division, use only the first three digits and %, as described above.)

← Manager Self Service
Reported Time

Approve Reported Time  
Timesheet Summary

**Employee Selection**

**Employee Selection Criteria**

Selection Criterion	Selection Criterion Value	
Time Reporter Group	<input type="text"/>	🔍
Employee ID	<input type="text"/>	🔍
Empl Record	<input type="text"/>	🔍
Last Name	<input type="text"/>	🔍
First Name	<input type="text"/>	🔍
Business Unit	<input type="text"/>	🔍
Job Code	<input type="text"/>	🔍
Job Description	<input type="text"/>	🔍
Department	2110	🔍

Department Description	Company	Location	Set ID	Location Code
211000000 JID Administration	NM			00000
211010000 ODYSSEY TECH SUPPORT	NM			00000
211020000 DEVELOPMENT TEAM	NM			00000
211030000 SYSTEMS TEAM	NM			00000
211040000 CLIENT SYSTEMS	NM			00000
211050000 VNOC SUPPORT	NM			00000
211060000 HELP DESK	NM			00000

**Change View**

\*View By Week  Show Schedule Information

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