

Leave/Time Queue Information

Due to the Chart of Accounts transition, the alpha-numeric codes for leave and time queues have changed. Before the queue had the organization number as the middle 4 digits, now that the organization code is 6 digits, it will no longer fit in this field so we had to establish a different code. Nothing else about the queue has changed: the approver is the same, the individuals in the queue are the same, the long name/description of the queue is the same, etc. Because the alpha-numeric code has changed, it will add rows to your Time Reporting and Time Approval channel on Porches - HR Connections. Since the new rows sort to the bottom (sorry, we are unable to change this), you may need to adjust your settings to see all of your queues by doing the following:

- Click the red "Preferences" link to change the Number of Rows from 3 to 5 (or more), click Apply, then click Back.
- While in the preferences setting, you can change the "Display" to Pending Records Only, so you don't have to have the already approved rows showing.
- Or, you can click the red "More" link and this will display rows back for 1 year.
- Also, please remember in order for you to view the current pay period queue as the approver, at least 1 person in the queue has to have opened their leave report or time sheet.
- Should you have further questions, please contact HR or Payroll for assistance.

Thank you!!