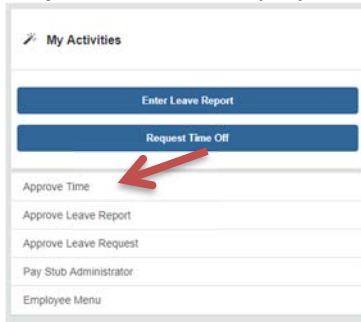


Web Time Entry for Students/Hourly Employees –Supervisor Approval

Time Sheets must be approved by 5:00 pm Monday of pay week. Holidays could cause this deadline to be moved up.

Step One: On the Employee Profile, select *Approve Time*



Step Two: Choose the appropriate items from the dropdown menus. You can select approval type, department, timeframe, and timesheet status. If acting as a proxy, choose the *Proxy Super User* link. Use the drop-down arrow to select the person for whom you are approving time. Then choose *Navigate to Time & Leave Approvals application*.



Step Three: Review Employee Timesheets and Approve.

Time appears in several sections.

Pending – Awaiting supervisor approval.

In Progress – Employee has opened Time Sheet but has not submitted for approval.

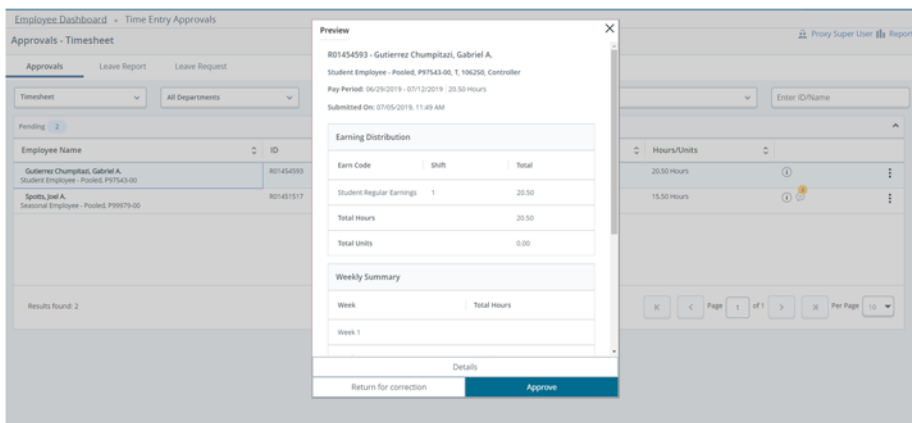
Returned for Correction - Time Sheet was returned to employee for further action.

Approved – Approved by supervisor.

Completed – Time sheet has been updated to payroll system.

Not Started – Time Sheet has not been opened.

For Pending employees, click on the employee's name and the Preview of their hours for the period will open. To see a breakdown of daily hours, click Details.



Web Time Entry for Students/Hourly Employees –Supervisor Approval

If the information viewed is accurate, click approve. If the information viewed is not accurate and the period is not closed to students, add comments to the Timesheet telling the student what needs to be changed. Then, click Return for Correction. Inform the student the Timesheet has been returned for correction and let the student know how much time they have to correct the Timesheet. Timesheets must be submitted for approval by students by Midnight of the Sunday before pay day. Deadlines may be moved up for holidays.

If the information viewed is not accurate and the period is closed to students, when you click details you can edit the record. Follow the instructions for Web Time Entry for Students to make the necessary changes. Then click approve.

Approved timesheets will move to Approved section and show a Queue Status of Approved

Approved 1				
Employee Name	ID	Organization	Hours/Units	
Gutierrez Chumpitazi, Gabriel A. Student Employee - Pooled, P97543-00	R01454593	T-106250, Controller	21.50 Hours	 