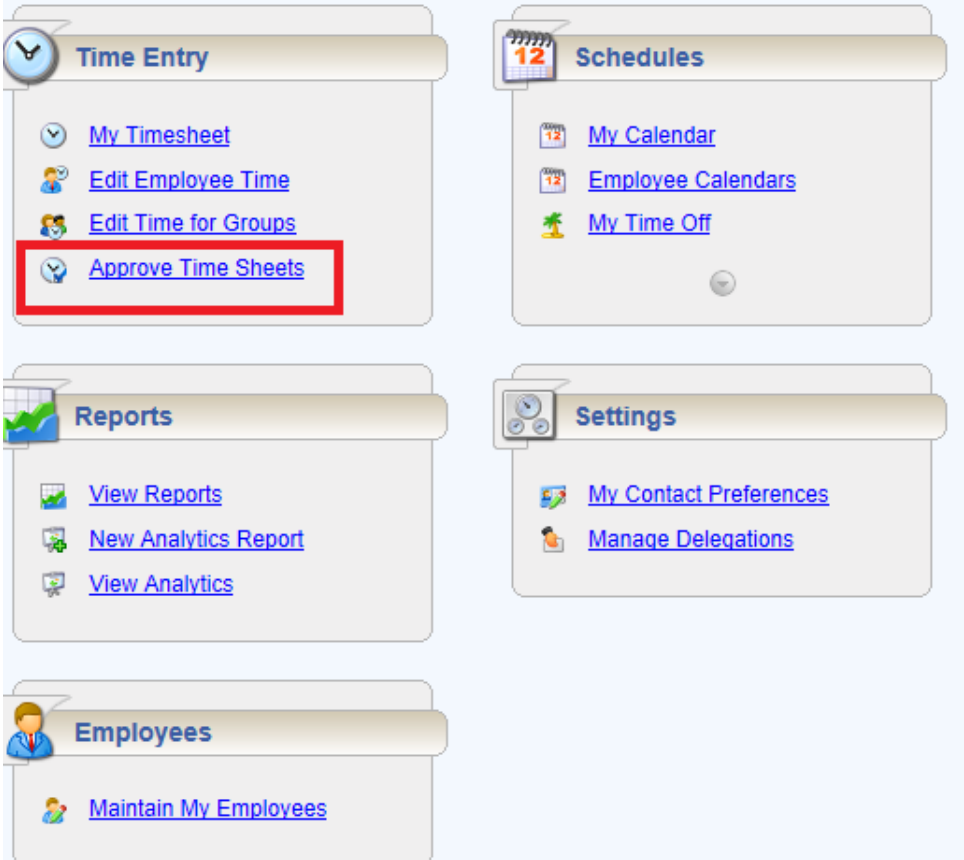
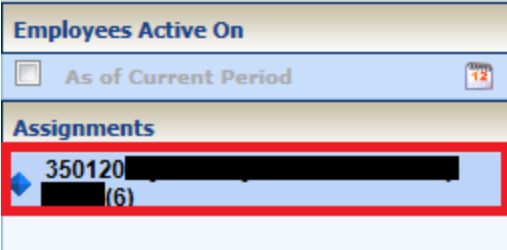


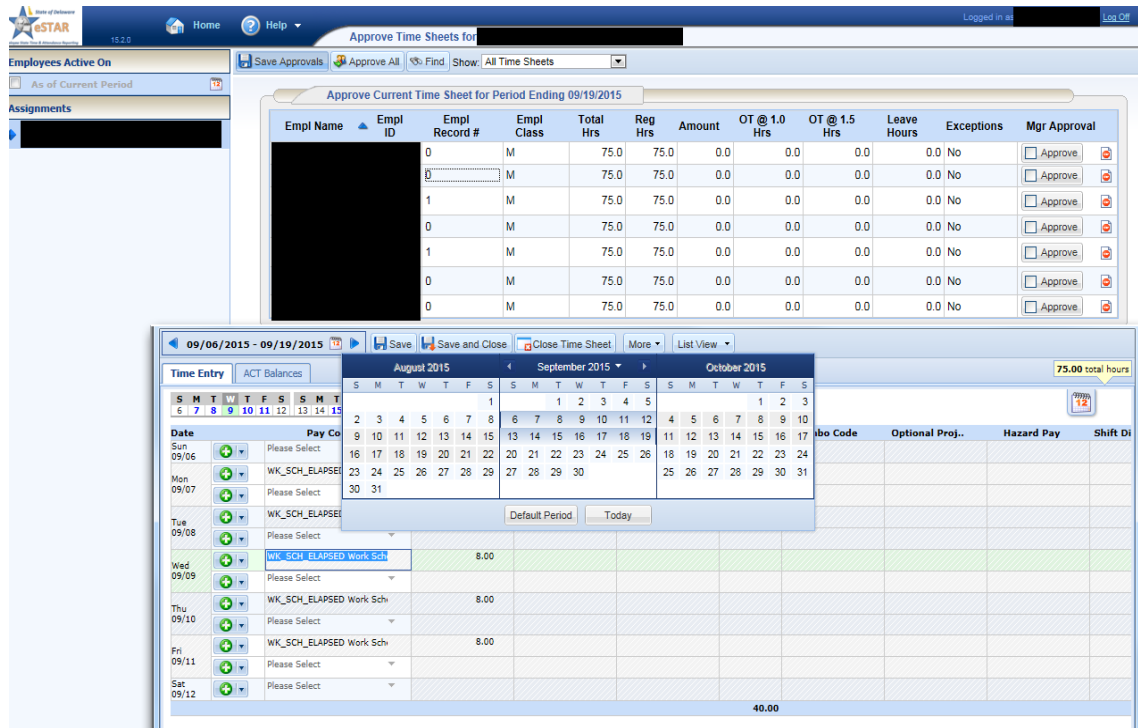
**Job Aid 18: Approving/Unapproving Timesheets**

1.	<p>The Manager is the only role that can approve timesheets. Timesheets must be approved to process payroll, follow the <i>Pay Period Approval Schedule</i>.</p>
2.	<p>On the dashboard, to approve employee time, select <b>Time Entry</b> → <b>Approve Time Sheets</b>.</p> 
3.	<p>The <b>Approve Time Sheets</b> window appears. Select the group for which you want to approve hours.</p> 

4. The **Approve Current Timesheets** window appears. The names of the employees in the group populate the main window.

Approve Current Time Sheet for Period Ending 09/19/2015											
Empl Name	Empl ID	Empl Record #	Empl Class	Total Hrs	Reg Hrs	Amount	OT @ 1.0 Hrs	OT @ 1.5 Hrs	Leave Hours	Exceptions	Mgr Approval
		0	M	75.0	75.0	0.0	0.0	0.0	0.0	No	<input type="checkbox"/> Approve
		0	M	75.0	67.5	0.0	0.0	0.0	7.5	Yes	<input type="checkbox"/> Approve
		0	M	75.0	75.0	0.0	0.0	0.0	0.0	No	<input type="checkbox"/> Approve
		0	M	75.0	75.0	0.0	0.0	0.0	0.0	No	<input type="checkbox"/> Approve
		0	M	75.0	75.0	0.0	0.0	0.0	0.0	No	<input type="checkbox"/> Approve
		0	M	75.0	75.0	0.0	0.0	0.0	0.0	No	<input type="checkbox"/> Approve

5. You can view an employee's timesheet by clicking on the row of the respective employee. If you would like to view timesheets ending on a different date than the default (the current date), do the following:
- In the **Approve Current Timesheets** window in upper left corner, click the checkbox in the **Employees Active On** field. A pop-up calendar appears.
  - Select a different date. The window updates with timesheet information for the period containing the date you selected.
  - If you would like to return to the current date, deselect the checkbox in the **Employees Active On** field.



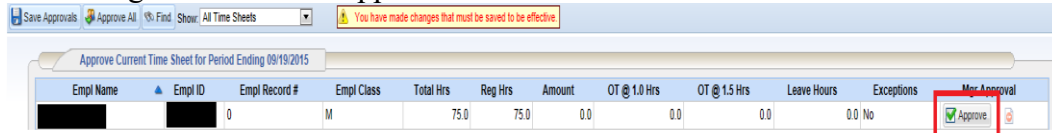
The screenshot shows the 'Approve Current Timesheets' window with a pop-up calendar. The calendar is set to September 2015, and the date 12 is selected. The main window displays a table of employee timesheet data for the period ending 09/19/2015. The table has columns for Empl Name, Empl ID, Empl Record #, Empl Class, Total Hrs, Reg Hrs, Amount, OT @ 1.0 Hrs, OT @ 1.5 Hrs, Leave Hours, Exceptions, and Mgr Approval. The data is as follows:

Empl Name	Empl ID	Empl Record #	Empl Class	Total Hrs	Reg Hrs	Amount	OT @ 1.0 Hrs	OT @ 1.5 Hrs	Leave Hours	Exceptions	Mgr Approval
		0	M	75.0	75.0	0.0	0.0	0.0	0.0	No	<input type="checkbox"/> Approve
		0	M	75.0	75.0	0.0	0.0	0.0	0.0	No	<input type="checkbox"/> Approve
		1	M	75.0	75.0	0.0	0.0	0.0	0.0	No	<input type="checkbox"/> Approve
		0	M	75.0	75.0	0.0	0.0	0.0	0.0	No	<input type="checkbox"/> Approve
		1	M	75.0	75.0	0.0	0.0	0.0	0.0	No	<input type="checkbox"/> Approve
		0	M	75.0	75.0	0.0	0.0	0.0	0.0	No	<input type="checkbox"/> Approve
		0	M	75.0	75.0	0.0	0.0	0.0	0.0	No	<input type="checkbox"/> Approve

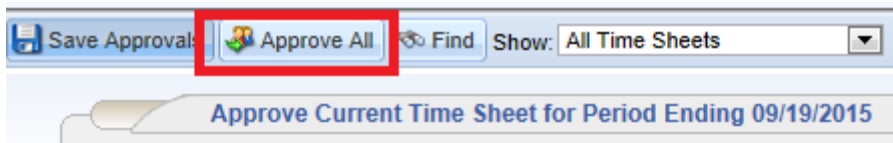
The pop-up calendar shows the date 12 selected for the period ending date. The main window also shows a 'Time Entry' window with a calendar for August, September, and October 2015. The 'Time Entry' window shows a table of employee timesheet data for the period ending 09/19/2015. The table has columns for Date, Pay Co, and Amount. The data is as follows:

Date	Pay Co	Amount
Sun 09/06	Please Select	
Mon 09/07	WK_SCH_ELAPSED	
Tue 09/08	Please Select	
Wed 09/09	WK_SCH_ELAPSED Work Sch	8.00
Thu 09/10	Please Select	
Fri 09/11	WK_SCH_ELAPSED Work Sch	8.00
Sat 09/12	Please Select	
		40.00

6. To approve an employee timesheet, do the following:
- To approve an individual employee's hours, select the **Approve** checkbox in the **Mgr Approval** field. The **Approve** button for an accepted timesheet includes a green check mark. This is a toggle; you can click it again to undo the approval.

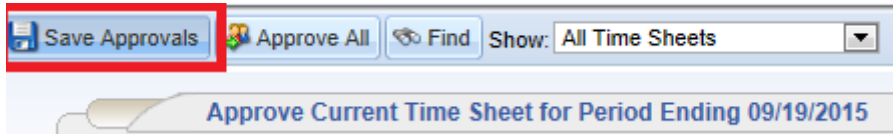


- If the timesheet data indicates that all timesheets have been submitted without any errors or exceptions that will prevent you from approving them, you can approve them at once using the **Approve All** button.

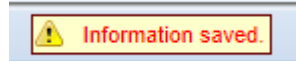


- If the timesheet data indicates a mixture of error free timesheets and timesheets with exceptions, you can approve the error free timesheets immediately by checking the box for **Mgr's Approval**.

7. Click **Save Approvals**.



The system will then show that information was saved in the banner.



8. To Unapprove a timesheet, the Manager needs to **uncheck the Approve box** under the **Mgr Approval** section. After unchecking the box, hit **Save Approvals**.