How to approve a timesheet:
This job aid outlines how a manager can approve a timesheet. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

**Navigation:** Employee Self Service > Manager Self Service > Time and Absence Workcenter

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screenshots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong> On the Employee Self Service landing page, click the Choose Other Homepages drop down arrow and select Manager Self Service from the list.</td>
<td><img src="image1.png" alt="Screenshot 1" /></td>
</tr>
<tr>
<td><strong>Step 2:</strong> Click the Time and Absence Workcenter tile.</td>
<td><img src="image2.png" alt="Screenshot 2" /></td>
</tr>
</tbody>
</table>
Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries, and reports.

**Step 3:** Click the **Approve Time and Absence** drop-down arrow.
Step 4: Click **Approve Reported Time** from the options list.

Step 5: To view a list of the timesheets that require your approval, click the **View By** dropdown arrow and select **All Time Before**.

The **All Time Before** option will pull timesheets prior to the date entered in the date field.
**Step 6:** Click in the **Date** field and enter a date if current date is not applicable.

**Step 7:** If you change the date, click the **Refresh** button to return timesheets submitted prior to the date entered.

A list of the employees that submitted timesheets requiring your approval is returned at the bottom of the page.

**Note:** On this page you can click each Employee line to select and click the Approve button to approve multiple timesheets. This is not recommended as it is important for a manager to review, and possibly edit, the employee’s timesheet.

**Step 8:** To look at each individual timesheet, click the employee **Last Name** link.
Step 9: Begin by reviewing the employee’s timesheet and edit if necessary.

Step 10: To approve the timesheet, click to select each day for that timesheet and then click the Approve button.

Approvers can take one of the following three actions by clicking the associated button:

- **Approve**: The reported time is approved.
- **Deny**: The reported time has been denied. Enter an appropriate comment notifying the employee of the reason for denial.
- **Push Back (needs rework)**: The request is neither approved nor denied. You need additional information, or the request requires correction. Enter an appropriate comment to notify employee of the reason and specify any additional information needed.
If a request needs to be denied or pushed back, it will need to be selected separately to take the appropriate action.

**Step 11:** Click the **Yes** button to confirm you would like to approve the time selected.

**Step 12:** Click **OK** to approve confirmation the selected transactions were successfully approved.
Notice the hours entered each day for the week of June 6 are now approved.

**Step 13:** To review and approve all the submitted timesheets for a specific employee use the [Previous Period] and [Next Period] links to ensure all timesheets are approved within the period you selected on the Time Summary page.

The Date will indicate the week you are viewing.

**Step 14:** To review and approve submitted timesheets for all employees, click the [Next Employee] link.
Step 15: Review the employee’s timesheet and edit if necessary.

Notice this employee has requested two absences. The Annual Leave Taken is awaiting approval and the sick leave has been approved. Both absence requests will need to be approved using the Approve Multiple Absence Requests link under Approve Time and Absence.
Step 16: To approve the timesheet, click to select each day for that timesheet and then click the Approve button.

Approvers can take one of the following three actions by clicking the associated button:

- **Approve:** The absence request is approved.
- **Deny:** The absence request has been denied. Enter an appropriate comment notifying the employee of the reason for denial.
- **Push Back (needs rework):** The request is neither approved nor denied. You need additional information, or the request requires correction. Enter an appropriate comment to notify employee of the reason and specify any additional information needed.
If a request needs to be denied or pushed back it will need to be selected separately to take the appropriate action.

**Step 17:** Click the *Yes* button to confirm you would like to approve the time selected.

**Step 18:** Click *OK* to approve confirmation the selected transactions were successfully approved.
Notice the hours entered each day for the week of June 6 are now approved.

**Step 19:** Continue to use the Previous Period and Next Period links to ensure all timesheets are approved within the period you selected on the Time Summary page for specific employee.

Use the Previous Employee and Next Employee to complete the approvals for all submitted timesheets requiring your approval.

You successfully learned how to approve a timesheet.