

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.





Time and Absence Workcenter	Kanager Self Service	Pending Approvals	
provides a central area to access	▼ My Scope		
the most used time and absence			
related activities. It enables	✓ My Work		
managers to access various	Exceptions		
pages and keep multiple	Approvals		
windows open while doing their	✓ Links		
daily work.	Approve Time and Absence		
	Manage Time and Absence 🗸		
The activities provided within the	✓ Queries		
Time and Absence Workcenter	Time and Labor		
include Approving, Reporting,	Absence Manageent		
viewing time and absence related	▼ Reports/Processes		
transactions, queries, and			
reports.			
Step 3: Click the Approve Time			
and Absence drop-down arrow.			



	a manager sen service		Time	sheet Summary					
e from the options list.	Scope C O	Approve Reported Time							New Window
	✓ My Work	Timesneet Summary							
5: To view a list of the	Examplians	 Employee Selection 							
sheets that require your	Annrovals	Employee Selection Criteria			Get Employe	es			
oval. click the View By drop-	× v	Selection Criterion	Selection Criterion Value		Clear Criter	ia			
n arrow and select All Time	✓ Links	Time Reporter Group		۹					
	Approve Time and Absence	Employee ID		Q	Save Criter	a			
re.	Approve Reported Time	Errol Basard		0					
ne All Time Before option will	Approve Multiple Absence Requests			~					
1e All Time Before option will ull timesheets prior to the date	Manage Time and Absence 🗸	Last Name		Q					
ull timesheets prior to the date	✓ Queries	First Name		٩					
tered in the date field.	Time and Labor \checkmark	Department		Q					
	Absence Manageent 🗸 🗸	Supervisor ID		Q					
	✓ Reports/Processes	Reports To Position Number		Q					
		Change View "View By Week All Time After All Time Before U U U U U U U U U U U U U U U U U U U	Include Absence	Show Schedule I Previous Week 12/2021	Information Next Week				1-1 of 1
		Change View "View By Week Date All Time After All Time Before Date View Composes For Shawn Arent, Time Need Time Summary Demographics Select Last Name Fil	Include Absence Ing Approval From 06/06/2021 - 06/ St Name Employee ID	Show Schedule I Previous Week	Next Week Reported Sched	uled Exception	Absence to be Amenual	Hours Approved or	1-1 of 1 Denied Hou
		Change View "View By Week All Time After All Time Before Date Week Employees For Shawn Arent, Time Need Tig Q Time Summary Demographics Select Last Name Fi	Include Absence	Show Schedule I Previous Week I2/2021 Empl Record Hours to be Approved	Information Next Week Reported Hours Sched	uled Exception	Absence to be Approved	Hours Approved or Submitted	1-1 of 1 Denied Hou
		Change View "View By Week All Time After All Time Before By Week Employees For Shavn Arent, Time Need II Q Time Summary Demographics Select Last Name Fi Last Name	Include Absence	Show Schedule I Previous Week	Information Next Week Reported Hours Sched H	uled Exception	Absence to be Approved	Hours Approved or Submitted 0.000000	1-1 of 1 Denied Hou 0.00
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Step 6: Click in the Date field and										
enter a date if current date is not	Manager Self Service				Timesheet Summary				🏫 🤇 🏲 🗄 🤅	
applicable.	Scope C 🐡	Employee ID		·	0	Sa	ave Criteria			-
	· My Scope	Employee ID			3					
Sten 7: If you change the date	✓ My Work	Empl Record			٩	-				
click the Refresh button to return	Exceptions	Last Name			۹					
timesheets submitted prior to	Approvals 🗸	First Name			Q,					
the data antered	✓ Links	Department			٩				1	
the date entered.	Approve Time and Absence 🗸 🗸	Supervisor ID			Q,					
	Approve Reported Time	Reports To Pos	ition Number		Q,					
A list of the employees that	Approve Multiple Absence Requests									
submitted timesheets requiring	Manage Time and Absence 🗸									
your approval is returned at the	✓ Queries	Change View	All Time Before	 Include Absend 	e 🗳 Show Schedul	e Information				
bottom of the page.	Time and Labor	Date	06/11/2021 🗰 📍							
	Absence Manageent									
Note: On this page you can click	✓ Reports/Processes	Employees For §	shawn Arent, Time Needing	Approval Before 06/11/202	1					
each Employee line to select and		≡, Q					1-3 of 3 🗸	·		
click the Approve button to		Time Summar	y <u>D</u> emographics II⊧							
annrove multiple timesheets		Select	Last Name	First Name	Employee ID	Empl Record	Hours to be Approved		13	
This is not recommended as it is					×72903593	0	67.5	50		
important for a manager to					X70871978	0	24.0	00		
important for a manager to					K63935146	0	30.0	00		
review, and possibly edit, the										
employee's timesheet.		Approval (?)								
		Selec	t All Desel	ect All Ap	Den	/	Push Back			
Step 8: To look at each individual										
timesheet, click the employee										
Last Name link.										



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t ep 9: Begin by reviewing the													
mployee's timesheet and edit if	Manager Self Service					Timesh	eet				ନ ସ୍ 1		۲
ecessary.	Scope • My Scope	C O	Administrative	Coordinator I			Dept ID 11530 Earliest Change Date 05/17/	10 /2021					*
			Select Ano	ther Timeshe	et								
tep 10: To approve the	✓ My Work			*View	By Calendar Period	~	Previous Perior	d Next Period					
nesheet, click to select each	Exceptions	~		*0	Date 06/08/2021			Next Employee					
v for that timesheet and then	Approvals	~		Scheduled Ho	urs 37.50	Reported Hours 37.50							
y for that timesheet and then													
ik the Approve button.	Approve Time and Absence	~	From Sunday	06/06/2021 to	o Saturday 06/12/2021 ⑦								1
	Approve Reported Time		S	6/6	Mon Tue 6/7 6/8	Wed Thu 6/9 6/10	Fri 6/11	Sat 6/12	Total Time F	eporting Code	Comp Time		
provers can take one of the	Approve Multiple Absence R	equests			3.00				3.00 CMP	T - Compensatory Time Taken 🖌		Q	-
owing three actions by	Manage Time and Absence	~			7.50 4.50	7.50 7.50	7.50		34.50 REG	IR - Regular Hours 🗸 🗸		Q	
king the associated button:	- Queries										-		
	Time and Labor		Save f	or Later	Submit								
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Approve: The reported time is	- Reports/Processes	11	Reported	Time Status	Summary Leave / Cor	pensatory Time Absence	Exceptions Payable	lime		_			
approved.			Reported Tim	e Status									
Deny: The reported time has			iii) Q							1-6 of 6	~		
been denied. Enter an			Select	Date	Reported Status	Total TRC	Description		Sched Hrs	Add Comments			
appropriate comment			2	06/07/2021	Needs Approval	7.50 REGHR	Regular Hours		7.50	Q			
notifying the employee of the			2	06/08/2021	Needs Approval	3.00 CMPTT	Compensatory Time	e Taken	7.50	P			
reason for denial.			2	06/08/2021	Needs Approval	4.50 REGHR	Regular Hours		7.50	P			
Push Back (needs rework)					Manda America	7.50 05.000	Deside House			0			
The request is poither			2	06/09/2021	Needs Approval	7.50 REGHR	Regular Hours		7.50	Q			
ine request is hertifel				08/10/2021	Needs Approval	7.50 REGHR	Regular Hours		7.50	Q			
approved nor denied. You			22	06/11/2021	Needs Approval	7.50 REGHR	Regular Hours		7.50	Q			
need additional information,													
or the request requires			Approval										
correction. Enter an			Se	lect All	Deselect All	Approve	Deny	Push Bac	k				
appropriate comment to			4)	+ -
notify employee of the reason													
and specify any additional													
information needed													
Information needed.													



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If a request needs to be denied	Manager Self Service					Timesheet	Į.					A Q P	: (1	
or pushed back it will need to be	Scope CO	Administrative Coor Actions +	rdinator (Fadi	Dept ID 11	5300						*	
selected separately to take the	- My Work	Select Another	r Timeshee			Carr	en change care - 00	(11202)							
appropriate action.	Exceptions		"View B	Calendar Period	~		Previous Pr	nod Next Period	Dê .						
	Approvals 👃	Set	heduled Hou	rs 37.50 F	teported Hours 37	.50									
tep 11: Click the Yes button to	Links	From Providen 80	1000004	Palantan Belanena (B)											
onfirm you would like to	Approve Time and Absence	Sun 6/6	806/2021 10	Mon Tue 6/7 6/8	Wed 6/9	Thu 6/10	Fri 6/11	Sat 6/12	Total	Time Reporting Code		Comp Time			
oprove the time selected.	Approve Multiple Absence Requests			3.00					3.00	CMPTT - Compensatory Tim	e Taken 🗸 🗸		a -	÷.	
oprove the time selected.	Manage Time and Absence			7.50 4.50	7.50	7.50	7.80		34.50	REGHR - Regular Hours	~		a -	A.	
	- Queries	Coursies Save for Later													
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				An	you sure you want t	o approve the time	selected? (13504,2500)							
	Absence Manageent	Reported Time	e Status	An	you sure you want t Once Approved	o approve the time the status cannot be	selected? (13504,2500 e reverted back.)							
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	Absence Managent • Reports/Processes	Reported Time Reported Time Si Tr Q. Select Di	ie Status	Sun Select Yes to confirm a Reported Status	you sure you want t Once Approved nd complete the stat	o approve the time in the status cannot bous change. No to relevant the status cannot bous change. No to relevant the status of	selected? (13504,2500 e reverted back. turn to the page withou Description) t updating the status	Sched	l Add Comm	1-0 of 0	1 v			
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Step 12: Click OK to approve confirmation the selected transactions were successfully approved.

Manager Self Service	Approve Confirmation	🏫 🤇 🏲 🗄 🙆
Scope C O	Saving Page	×
My Work Exceptions Approvals Links Approve Time and Absence Approve Time	Approve Continuation Selected transactions were successfully approved. OK	
Approve Multiple Absence Requests		



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ly for the week of June 6 are	< Manager Self Service						Timeshe	eet					2 4 1	0
w approved.	Scope C O	Timeshee	t										New Wir	dow
	- My Work							Employee ID X72	903593 Em	pl Record	0			
p 13: To review and approve	Expentions	Administrative Actions -	Coordinator I					Dept ID 1153 Earliest Change Date 05/1	7/2021					
he submitted timesheets for	Salact Apr	ther Timesha	ant				-							
ecific employee use the	· · · · · · · · · · · · · · · · · · ·	Select And	"Viev	Calendar P	eriod	~		Previous Peri	od Next Period	1				
vious Period and Next Period	✓ LINKS	*Date 06/06/2021												
s to onsure all timeshoots are	Approve Time and Absence		Scheduled Hours 37.50 Reported Hours 37.50											
s to ensure an timesneets are	Approve Reported Time		Scheduled Hours 37.50 Reported Hours 37.50											
roved within the period you	Approve Multiple Absence Requests	From Sunda	06/06/2021 t	o Saturday 06/12	2/2021 ⑦									_
ted on the Time Summary		6/6	Mon 6/7	Tue 6/8	Wed 6/9	Thu 6/10	6/11	Sat 6/12	Total	Time Reporting Code	Comp	Time		
e.	✓ Queries				3.00					3.00	CMPTT - Compensatory Time Taken		Q	4
	Time and Labor			7.50	4.50	7.50	7.50	7.50		34.50	REGHR - Regular Hours	1	٩	4
Date will indicate the week	Absence Manageent													
are viewing.	- Reports/Processes	Save	or Later	Sub	mit									
									_					
		Reported	Time Status	Summary	Leave / Comp	ensatory Time	Absence	Exceptions Payable	Time					
5 14: To review and approve		Reported Tin	e Status											
mitted timesheets for all		III Q									1-8 of 8 👻			
plovees, click the Next		Date	Reported St	atus	Total	TRC	Desc	ription	Sched Hrs		Add Comments			
bloyees, click the Next														
bloyee link.		06/07/2021	Approved		7.50	REGHR	Regu	lar Hours	7.50		0			
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oloyee link.		06/07/2021 06/08/2021 06/08/2021 06/08/2021 06/09/2021 06/10/2021 06/11/2021	Approved Approved Approved Approved Approved Approved		7.50 3.00 4.50 7.50 7.50 7.50	REGHR CMPTT REGHR REGHR REGHR REGHR	Regu Comp Regu Regu Regu Regu	lar Hours Lar Ho	7.50 7.50 7.50 7.50 7.50 7.50		С Ф Ф С С С С			



Step 15: Review the employee's											
timesheet and edit if necessary.	Manager Self Service					Timeshee	t			🏫 Q 🏲 🗄 (۲
	Scope C O	Timest	leet							New Window	4
Notice this employee has	- Max Microle						Employee ID X70871978	Empl Record 0			
requested two absences. The		Research Actions •	Associate			Fa	Dept ID 115300				
Annual Leave Taken is awaiting	Approvals	Select	Another Timeshe	at			inclusionange bate 00/02/2021				
oproval and the sick leave has		50000	*View	By Calendar Period	~		Previous Period Nex	d Period			
een approved. Both absence	LINKS		*0	ate 06/08/2021	•		Previous Employee Nex	d Employee			
auests will need to be	Approve Time and Absence		Scheduled Ho	urs 30.00	Reported Hours	36.00					
oproved using the Approve	Approve Multiple Absence Requests										
ultiple Absence Requests link	Manage Time and Absence	From Su	Sun	Mon Tu	e Wed	Thu	Fri	Sat Total Time	e Reporting Code	Comp Time	d l
Iultiple Absence Requests link	- Queries		6/6	6/7 6/	8 6/9	6/10	6/11	6/12			
	Time and Labor			6.00	0.00	6.00		24.00 RE	GHR - Regular Hours	u	
osence.	Absence Manageent						6.00	6.00 ANL	LV - Annual Leave Taken		
	- Reports/Processes						6.00	6.00 SIC	< - Sick Leave		
		s	ave for Later	Submit							
		Repo	rted Time Status	Summary Abse	ence Exceptions	Pavable Time					
				2	7	2-,					
		Reported	Time Status						1-6 of 6	8 🗸	
		Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments		
			08/07/2021	Needs Approval	6.00	REGHR	Regular Hours	6.00	Q		
			06/08/2021	Needs Approval	6.00	REGHR	Regular Hours	6.00	0		
			06/09/2021	Needs Approval	6.00	REGHR	Regular Hours	6.00	0		
		-	08/10/2021	Needs Approval	8.00	REGUR	Regular Hours	6.00	0		
		4	00/10/2021	Needs Approval	0.00	REGRE	Negular Hours	0.00	2		
			06/11/2021	Needs Approval	0.00	ANLLV	Annual Leave Taken	0.00			
			08/11/2021	Approved	6.00	SICK	Sick Leave	6.00			
		Арргоуа	1						_		L
			Select All	Deselect Al	I Ap	prove	Deny	Push Back			



Step 16: To approve the timesheet click to select each	< Manager Self Service Scope C* 🔅	_					Timeshee	et			new W	ndow 🔺
day for that timesheet and then click the Approve button.	 ✓ My Scope ✓ My Work Exceptions ✓ 	Research Actions -	heet h Associate				E	Employee ID X70871 Dept ID 115300 arliest Change Date 05/02/2	1978 Empl Record) 2021	0		
Approvers can take one of the following three actions by clicking the associated button:	Approvals	Select	Another Times! *Vie Scheduled I	*Date 06/08/2021 Hours 30.00	eriod	▼ Reported Hours	38.00	Previous Period Previous Employee	Next Period			
 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. 	Manage Time and Absence V Queries Time and Labor V	From Su	Sun 6/6	Mon 6/7 6.00	Tue 6/8 6.00	Wed 6/9 6.00	Thu 6/10 6.00	Fri 6/11	Sat 6/12 Total 24.00	Time Reporting Code REGHR - Regular Hours	Comp Time	-
	Absence Manageent v Reports/Processes	S	Save for Later	Subn	mit <u>A</u> bsence	Exceptions	Payable Time	8.00	6.00	SICK - Sick Leave		4
 Push Back (needs rework): The request is neither 		Reported	d Time Status ૨								-8 of 6 🗸	
approved nor denied. You		Selec	Date	Reported Statu	us	Total	TRC	Description	Sche Hr	d Add Comments		
need additional information,			06/08/2021	Needs Approval	n 1	6.00	REGHR	Regular Hours	6.	00 0		
or the request requires		5	06/09/2021	Needs Approval		6.00	REGHR	Regular Hours	6.	00 0		
appropriate comment to		23	06/10/2021	Needs Approval	i -	6.00	REGHR	Regular Hours	6.	Q 00		
notify employee of the reason			08/11/2021	Needs Approval	el internet and a second s	6.00	ANLLV	Annual Leave Taken	6.	00		
and specify any additional			06/11/2021	Approved		6.00	SICK	Sick Leave	6.	00		
information needed.		Approv	al Select All	Desel	lect All	Apr	TOVE	Deny	Push Back			I



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If a request needs to be denied	C Manager Self Service	0	Timesheet Yes Scheduled Hours 30.00 Reported Hours 30.00											
selected separately to take the	 ✓ My Scope ✓ My Work 		From Sunday	06/06/2021 to	o Saturd	lay 06/12/2021 ⑦	Wed	Thu	Fri	Sat				
appropriate action.	Exceptions			5/6	6/7	6/8	6/9	6/10	6/11	6/12	Total	Time Reporting Code	Comp Time	
	Approvals	Ť			6.00	6.00	6.00	6.00			24.00	REGHR - Regular Hours	Q	+
Step 17: Click the Yes button to	✓ Links	· ·							6.00		6.00	ANLLV - Annual Leave Taken		н
confirm you would like to	Approve Time and Absence								6.00		6.00	SICK - Sick Leave		H
approve the time selected.	Approve Reported Time		Save f	or Later		Submit								
	Approve Multiple Absence Requi	ests												
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	Time and Labor	~	m, Q					and the second the first				1-6 of	8 🗸	
	Absence Manageent	~	Select	Date	Repo		Once Appro	oved the status cannol	t be reverted back.	0	Scheo	d Add Comments		
	✓ Reports/Processes	11		08/07/2021	Need	Select Yes to confirm	n and complete the	status change, No to	return to the page withou	t updating the status.	6.0	00 🖓		
				08/08/2021	Need	_	_	Yes	•		6.0	Q 00		

Step 18: Click OK to approve confirmation the selected transactions were successfully approved.

Saving Page	

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Т

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	Manager Self Service Scope C • • My Scope My Scope • My Work Exceptions Exceptions	Research Ass Actions - Select Anc	<u>r</u> ociate other Timesh *Vie , Scheduled H	eet w By Calendi Date 06/08/20 lours 30.00	ar Period 021 (1) 59	Leported Hours	Timesheet Earlies 98.00	Employee ID X Dept ID 1: st Change Date 0: Previous Fm Previous Emp	70871978 Em 5300 502/2021 eriod Next Period loyee Next Employ	npl Record	i 0	A Q P	: @
approved within the period you	Approve Reported Time From Sunday 06/06/2021 to Saturday 06/12/2021 ①												
selected on the Time Summary	Approve Multiple Absence Requests	1	Sun 6/6	Mon 6/7	Tue 6/8	Wed 6/9	Thu 6/10	Fri 6/11	Sat 6/12	Total	Time Reporting Code	Comp Time	
nage for specific employee	Manage Time and Absence 🗸			6.00	6.00	6.00	6.00			24.00	REGHR - Regular Hours		a +
page for specific employee.	▼ Queries							6.00		6.00	ANLLV - Annual Leave Taken		-
Ise the Previous Employee and	Time and Labor							6.00		6.00	SICK - Sick Leave		-
approvals for all submitted timesheets requiring your approval.	 Reports/Processes 	Reported Tim	Time Status	Summary	Absence	Exceptions	<u>P</u> ayable Time						
		III Q	Reported S	ted Status Total TDC			TPC Description		Sched		1-6 of 6 V		Ľ
You successfully learned how to		08/07/2021	Approved	1009	6.00	REGHR	Regular Hou		Hrs		O		
approve a timesheet		06/08/2021	Approved		6.00	REGHR	Regular Hou	urs	6.00		0		
approve a timesneet.		06/09/2021	Approved		6.00	REGHR	Regular Hou	urs	6.00		p		
		08/10/2021	Approved		6.00	REGHR	Regular Hou	urs	6.00		Q		
		06/11/2021	Needs Appr	oval	6.00	ANLLV	Annual Leav	ve Taken	6.00				
		06/11/2021	Approved		6.00	SICK	Sick Leave		6.00				
		Return to Selec	t Employee										*