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

	Enter Leave R	eport	
	Request 73	Off	
Approime	6		
Appropriate Report	1		

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*.

Employee Dashb	oard - Time Entry App	rovals				K
Approvals - Time	sheet					A Proxy Super User III Report
Approvals	Leave Report Leav	e Request				
Timesheet	✓ All Depa	rtments 👻	06/29/2019 - 07/12/2019 (2019 HB 15)	·	NI Status except Not Started	

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

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	Weekly Summary
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