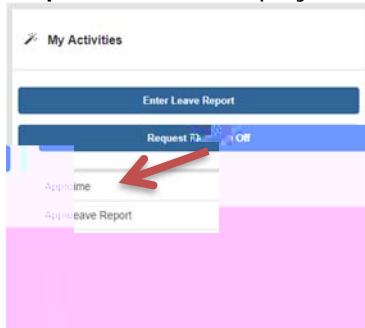


# Web Time Entry for Students/Hourly Employees – Supervisor Approval

Time Sheets must be approved by 5:00pm 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.

