

Employee Web Time Approvals

From your Employee Dashboard, under My Activities, select “Approve Time”

All of your employee details will be broken out by Pending, In Progress, Returned and Approved.

Click on an employee name and another box will pop up with the following options:

- Details – This is where you will be able to see each day the employee worked. You will also be able to change Labor Distribution.

When you click on details the calendar pops up and automatically goes to the current day. To change the labor distribution on a specific day, choose the day and where the hours are shown, click on “Account Distribution”

Choose “Add”

Enter the information required (including the number of hours which must match the total worked that day)

Save

- Return for Correction – this is used to send the time sheet back to an employee to make changes, if needed
- Approve – send to Payroll

Once all employees are approved, they will move from the Pending column to the Approved column.

If you cannot see your employee’s time available for approval, have them check that they have “submitted” their time. If they have not submitted but only entered, you will not be able to approve their time.

Screenshots below

Employee Dashboard



Bitz, Cinda L.

[My Profile](#)

Leave Balances as of 07/07/2020

Hourly Sick in hours	0.00	Sick in hours	411.00	Vacation in hours	429.00
Compensatory Time in hours	0.00	Floating Holiday in hours	0.00		

[Full Leave Balance Information](#)

Pay Information

Latest Pay Stub: [05/29/2020](#)

[All Pay Stubs](#)

[Direct Deposit Information](#)

[Deductions History](#)

Earnings

Benefits

Taxes

Job Summary

Employee Summary

My Activities

[Approve Time](#)

[Employee Menu](#)

[Employee Dashboard](#) • [Time Entry Approvals](#)

Proxy Super User Report

Approvals - Timesheet

Approvals

Timesheet 07/01/2020 - 07/31/2020 (2020 MD 8)

Distribution Status Report - Timesheet

Pending 2

Employee Name	ID	Organization	Hours/Units	
Whitmore, Brianna E. Human Res Hrlly N-Instruct, HR0100-00	900251871	1-2002, Human Resources Administration	55.50 Hours	
Federico, Stephanie D. Human Res Hrlly N-Instruct, HR0100-00	900016145	1-2002, Human Resources Administration	63.00 Hours	

Pending - In the Queue 0

In Progress 0

Returned 0

Preview



900251871 - Whitmore, Brianna E.

Human Res Hrly N-Instruct, HR0100-00, 1, 2002, Human Resources Administration

Pay Period: 07/01/2020 - 07/31/2020 | 55.50 Hours

Submitted On: 07/06/2020, 07:24 PM

Earning Distribution		
Earn Code	Shift	Total
Regular Pay	1	53.50
Hourly Sick Pay	1	2.00
Total Hours		55.50
Total Units		0.00

Weekly Summary	
Week	Total Hours
Week 1	

Details

Return for correction

Approve

07/01/2020 - 07/31/2020 | 55.50 Hours | Pending Submitted On 07/06/2020, 07:24 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6 8.00 Hours	7	8	9 8.00 Hours	10	11

+ Add Earn Code

Regular Pay 6.00 Hours

Total: 6.00 Hours | Account Distribution

Hourly Sick Pay 2.00 Hours

Total: 2.00 Hours | Account Distribution

Account Distribution

Job Title: Human Res Hrly N-Instruct, HR0100-00, 1, 2002, Human Resources Administration

Regular Pay

Shift 1: 6.00 Hours

Current Account Distribution

Chart of Accounts: 1

Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
	1100	4100	2332	673000				

Updated Account Distribution

Total: 0.00 Hours Available: 6.00 Hours

Chart of Accounts: 1

Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Hours
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No Updates

Add

SUNDAY

SATURD

Update Account Distribution



Available: 6.00 Hours

Chart of Accounts

1

Index

Enter Index Code

Fund

Enter Fund Code

Organization

Enter Organization Code

Account

Enter Account Code

Program

Enter Program Code

Activity

Enter Activity Code

Location

Enter Location Code

Project Type

Enter Project Code

Cost Type

Enter Cost Code

Hours

Cancel

Save