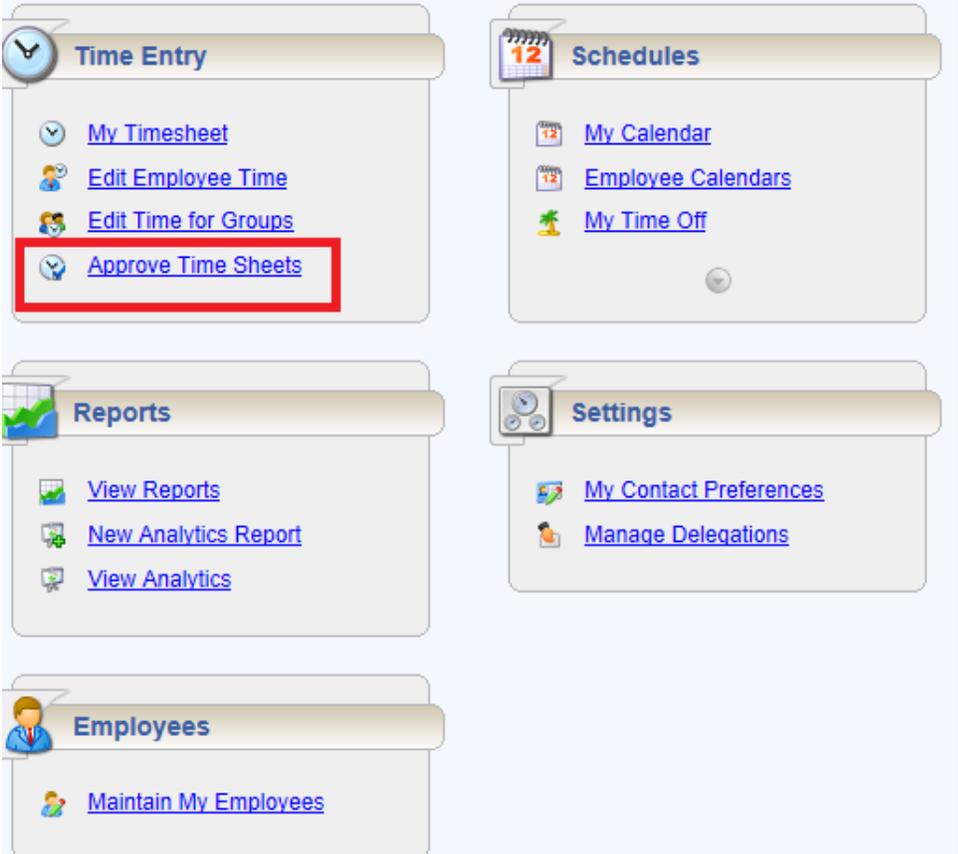
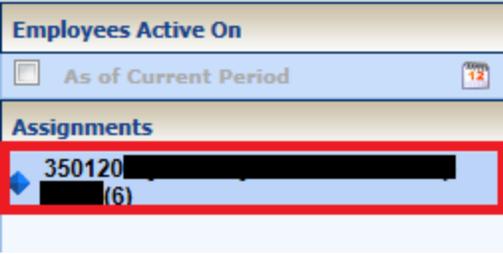
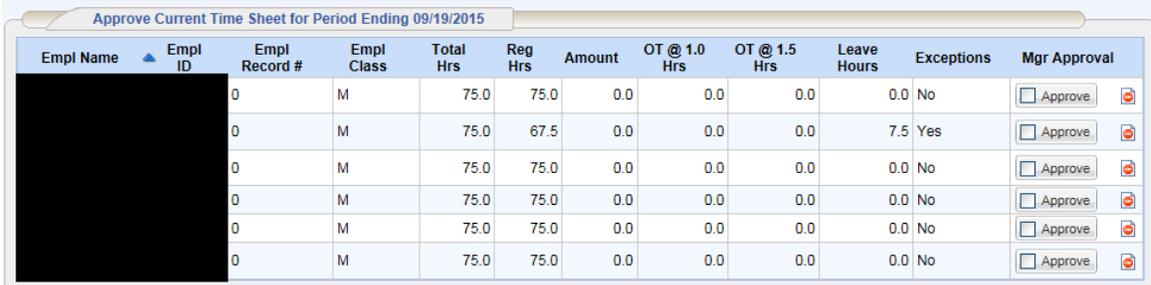


**DHSS Job Aid 18: Approving/Unapproving Timesheets**

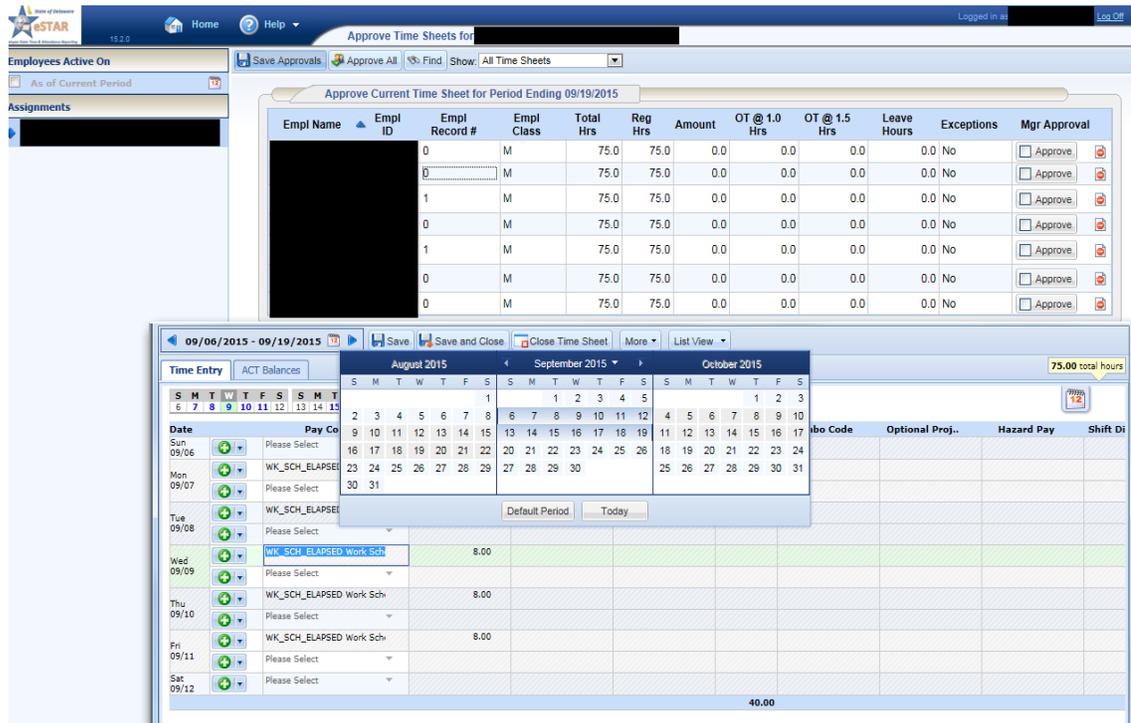
1.	<p>The Manager is the only role that can approve timesheets. Timesheets must be approved to process payroll, follow the <i>Pay Period Approval Schedule</i>.</p>
2.	<p>On the dashboard, to approve employee time, select <b>Time Entry</b> → <b>Approve Time Sheets</b>.</p>  <p>The screenshot shows a dashboard with several menu categories: 'Time Entry', 'Schedules', 'Reports', 'Settings', and 'Employees'. The 'Time Entry' menu is expanded, showing options: 'My Timesheet', 'Edit Employee Time', 'Edit Time for Groups', and 'Approve Time Sheets'. The 'Approve Time Sheets' option is highlighted with a red rectangular box. Other visible options include 'View Reports', 'New Analytics Report', 'View Analytics', 'My Contact Preferences', 'Manage Delegations', and 'Maintain My Employees'.</p>
3.	<p>The <b>Approve Time Sheets</b> window appears. Select the group for which you want to approve hours.</p>  <p>The screenshot shows a window titled 'Employees Active On' with a date selector 'As of Current Period' set to '12'. Below this is a section titled 'Assignments' containing a list of entries. The first entry is highlighted with a red rectangular box and contains the text '350120' followed by a blacked-out name and '(6)'.</p>

4. The **Approve Current Timesheets** window appears. The names of the employees in the group populate the main window.



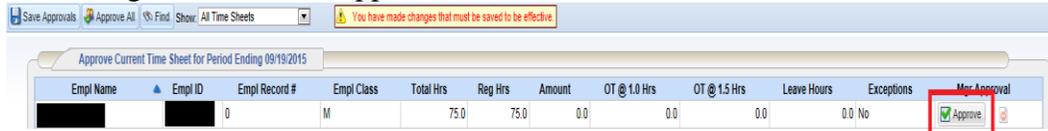
Empl Name	Empl ID	Empl Record #	Empl Class	Total Hrs	Reg Hrs	Amount	OT @ 1.0 Hrs	OT @ 1.5 Hrs	Leave Hours	Exceptions	Mgr Approval
[Redacted]	0		M	75.0	75.0	0.0	0.0	0.0	0.0	No	<input type="checkbox"/> Approve
[Redacted]	0		M	75.0	67.5	0.0	0.0	0.0	7.5	Yes	<input type="checkbox"/> Approve
[Redacted]	0		M	75.0	75.0	0.0	0.0	0.0	0.0	No	<input type="checkbox"/> Approve
[Redacted]	0		M	75.0	75.0	0.0	0.0	0.0	0.0	No	<input type="checkbox"/> Approve
[Redacted]	0		M	75.0	75.0	0.0	0.0	0.0	0.0	No	<input type="checkbox"/> Approve
[Redacted]	0		M	75.0	75.0	0.0	0.0	0.0	0.0	No	<input type="checkbox"/> Approve

5. You can view an employee's timesheet by clicking on the row of the respective employee. If you would like to view timesheets ending on a different date than the default (the current date), do the following:
- In the **Approve Current Timesheets** window in upper left corner, click the checkbox in the **Employees Active On** field. A pop-up calendar appears.
  - Select a different date. The window updates with timesheet information for the period containing the date you selected.
  - If you would like to return to the current date, deselect the checkbox in the **Employees Active On** field.

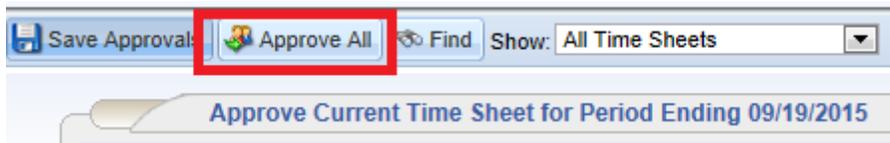


The screenshot shows the 'Approve Current Time Sheet for Period Ending 09/19/2015' window. On the left, there is a sidebar with 'Employees Active On' and 'Assignments'. The main area displays a table of employee records. A pop-up calendar is open, showing the months of August, September, and October 2015. The calendar is currently set to September 12, 2015. Below the calendar, there is a 'Time Entry' section with a grid for entering time for each day from Sunday 09/06 to Saturday 09/12. The grid shows 'Please Select' for most days and 'WK\_SCH\_ELAPSED Work Sch' for Wednesday 09/09, Thursday 09/10, and Friday 09/11, each with a value of 8.00. The total hours for the period are shown as 40.00.

6. To approve an employee timesheet, do the following:
- To approve an individual employee's hours, select the **Approve** checkbox in the **Mgr Approval** field. The **Approve** button for an accepted timesheet includes a green check mark. This is a toggle; you can click it again to undo the approval.

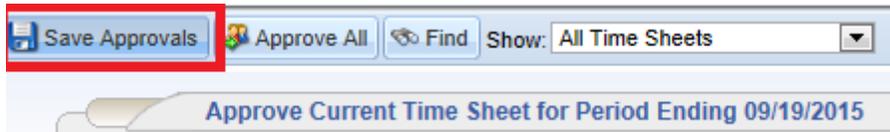


- If the timesheet data indicates that all timesheets have been submitted without any errors or exceptions that will prevent you from approving them, you can approve them at once using the **Approve All** button.



- If the timesheet data indicates a mixture of error free timesheets and timesheets with exceptions, you can approve the error free timesheets immediately by checking the box for **Mgr's Approval**.

7. Click **Save Approvals**.



The system will then show that information was saved in the banner.



8. To Unapprove a timesheet, the Manager needs to **uncheck the Approve box** under the **Mgr Approval** section. After unchecking the box, hit **Save Approvals**.