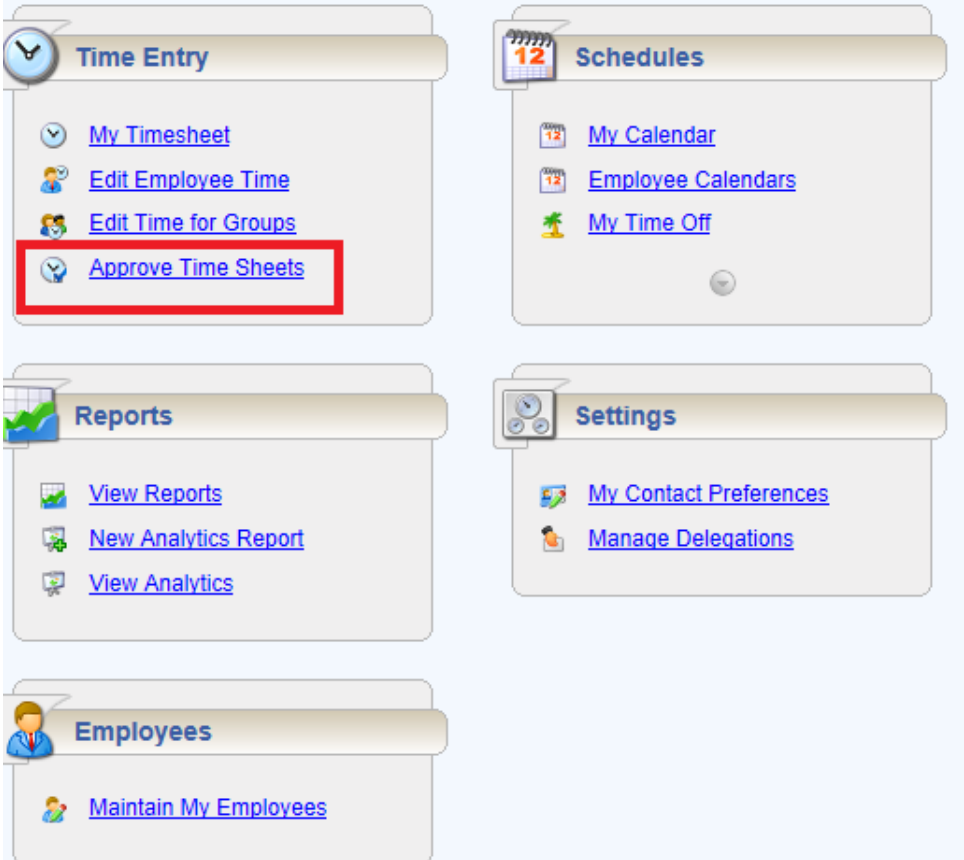
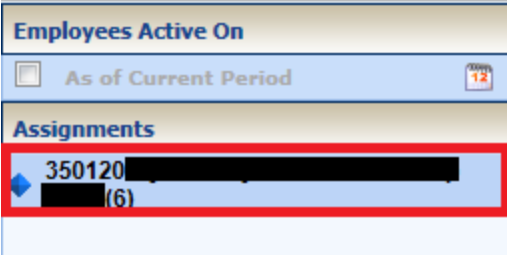
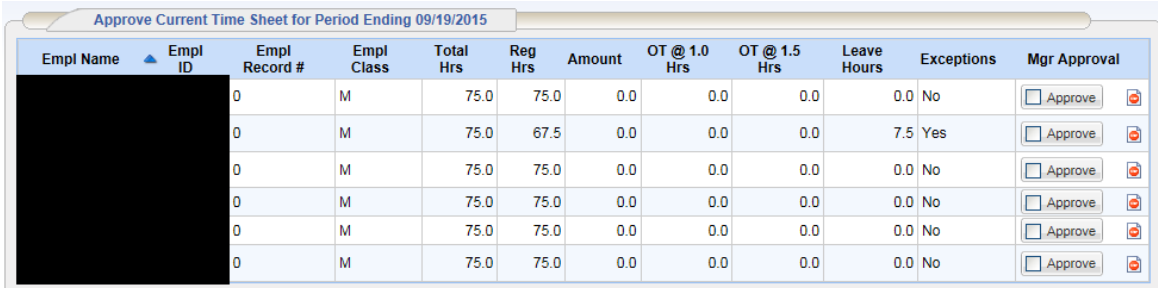


DHSS Job Aid 18: Approving/Unapproving Timesheets

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 Time Entry → Approve Time Sheets.</p>  <p>The screenshot shows a dashboard with several menu categories: 'Time Entry', 'Schedules', 'Reports', 'Settings', and 'Employees'. Under 'Time Entry', the 'Approve Time Sheets' option is highlighted with a red rectangular box. Other options include 'My Timesheet', 'Edit Employee Time', and 'Edit Time for Groups'. The 'Schedules' section includes 'My Calendar', 'Employee Calendars', and 'My Time Off'. 'Reports' includes 'View Reports', 'New Analytics Report', and 'View Analytics'. 'Settings' includes 'My Contact Preferences' and 'Manage Delegations'. 'Employees' includes 'Maintain My Employees'.</p>
3.	<p>The Approve Time Sheets 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, '350120 [redacted] (6)', is highlighted with a red rectangular box.</p>

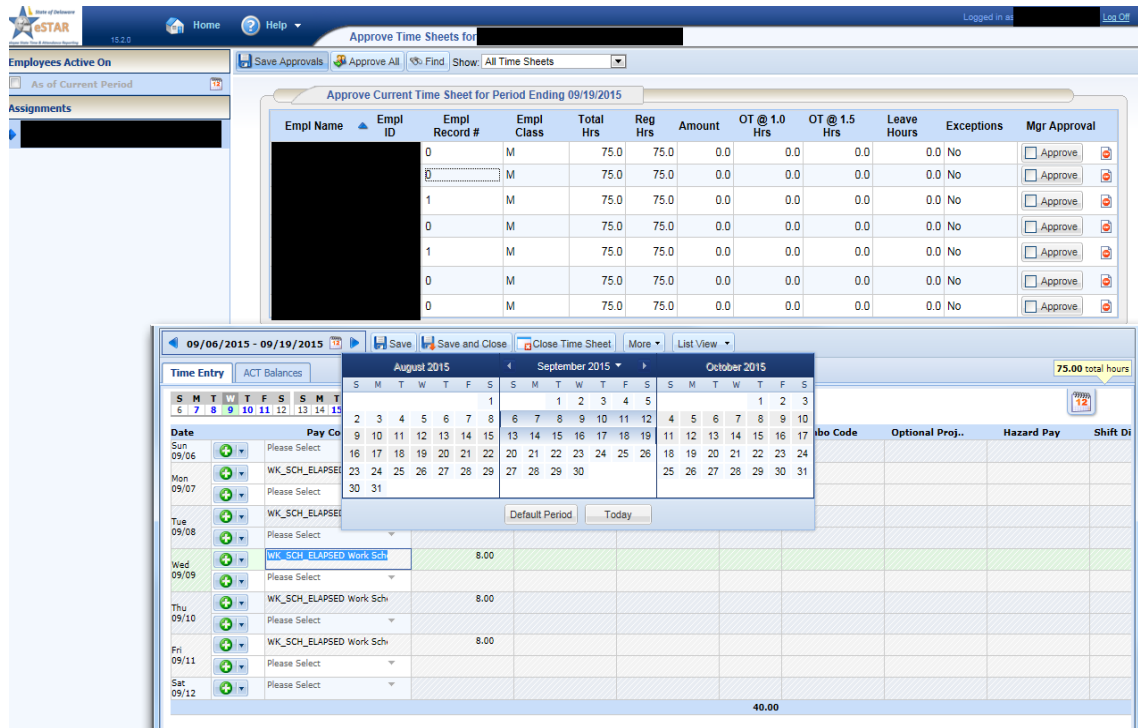
4. The **Approve Current Timesheets** window appears. The names of the employees in the group populate the main window.



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

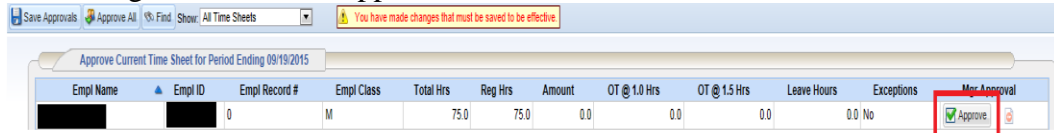
5. You can view an employee's timesheet by clicking on the row of the respective employee. If you would like to view timesheets ending on a different date than the default (the current date), do the following:

- 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.

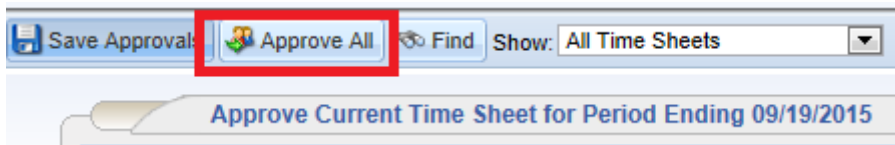


The screenshot shows the 'Approve Time Sheets for' interface. The 'Employees Active On' checkbox is checked, and a calendar pop-up is visible, allowing selection of a different date. Below the main table, a detailed timesheet grid is shown for the period 09/06/2015 - 09/19/2015. The grid includes columns for dates and rows for employees, with a total of 75.00 hours displayed at the bottom right.

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.

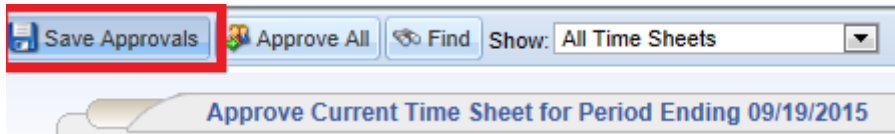


- If the timesheet data indicates that all timesheets have been submitted without any errors or exceptions that will prevent you from approving them, you can approve them at once using the **Approve All** button.

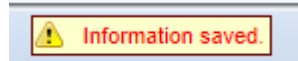


- If the timesheet data indicates a mixture of error free timesheets and timesheets with exceptions, you can approve the error free timesheets immediately by checking the box for **Mgr's Approval**.

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**.