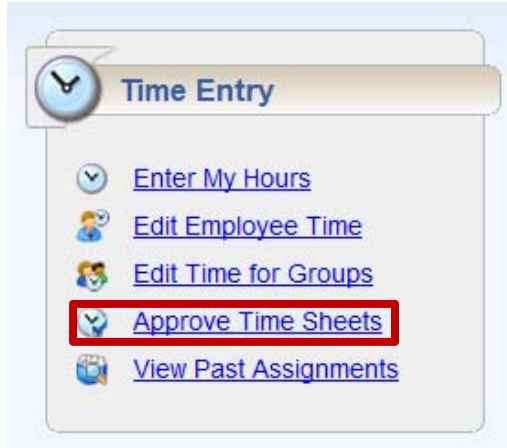
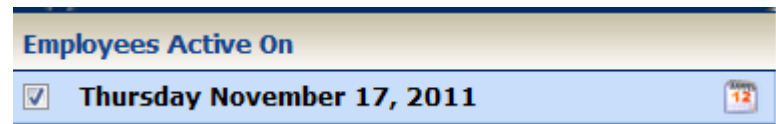


Approving Time Sheets

From the Dashboard...



1. Click on the link to **Approve Time Sheets**
2. On the next page, select period you would like to approve (e.g. Today)

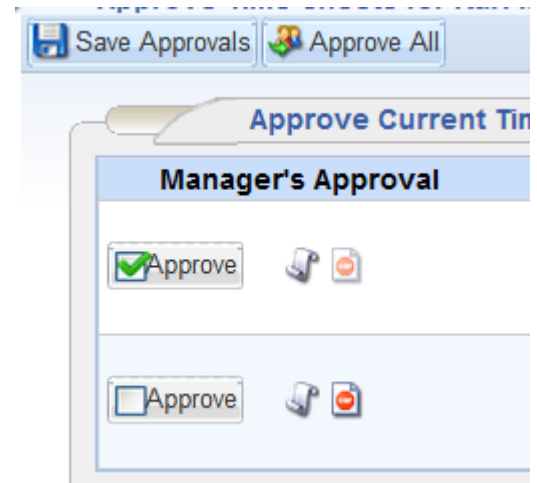



Note: You may use the calendar icon to select a different date

3. Under **Assignments**, Click on the group of you would like to view/approve




4. If everything appears in order, you may click the **Approve All** button and then the **Save Approvals** button. Alternately, you can tick individual **Approve** boxes to approve individual time sheets.








5. **To Reject a Time Sheet**, click the Reject icon () and complete the message to be sent to the employee, explaining why their time sheet was rejected.
6. If you need to view individual time sheets or need to modify a particular time sheet, click on any cell to open it. The time sheet will open in a new window.

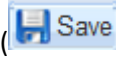
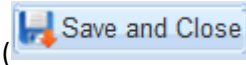
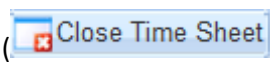
Editing a Time Sheet

1. Click on the time sheet you wish to edit. The time sheet will open in a new window.
2. Find the date to enter the time or change the time entered
3. Select a **Pay Code**.
4. **For Non-Exempt time sheets**, enter time worked – In, Out for Lunch, (*new row*) In from Lunch, Out

S M T W T F S							S M T W T F S							Nov 30, 2011		<input checked="" type="checkbox"/> Show All Weeks
27	28	29	30	1	2	3	4	5	6	7	8	9	10			
Date	Pay Code	Cost Code	Hours	In	Out	Comments	Total									
Sun 11/27	 Worked															
Mon 11/28	 Worked															
Tue 11/29	 Worked															
Wed 11/30	 Worked															

- Format hours as AM/PM, e.g. **7:00am**, **1:35pm**, etc.
 - i. If there is a shift that goes into the next day, enter the Out time with a plus (+) sign. E.g. **1:00am+**
 - Click the green + button () to add rows
 - Click the dropdown arrow () to **Cut**, **Copy**, or **Paste** rows or **Change Work Date**
5. **For Exempt time sheets**, enter the Exceptions by selecting **Pay Code** (e.g. Vacation) and entering **Hours** (e.g. 7)

S M T W T F S							S M T W T F S							Sep 18, 2011		<input checked="" type="checkbox"/> Show All Weeks
18	19	20	21	22	23	24	25	26	27	28	29	30	1			
Date	Pay Code	Cost Code	Hours	Comments												
Sun 09/18	 Vacation															
Mon 09/19	 Vacation															
Tue 09/20	 Vacation															

6. Click the **Save** button to save your entries () and continue editing
 - Or, click the **Save and Close** button () to save your entries and return to the time sheet list
7. Click **Close Time Sheet** () to close the window

Buttons



Button	Button Name	Function
	Pay Period	Selects the pay period to view. Click on the calendar icon () to access a pop-up calendar to select a pay period.
	Save	Saves any changes you have made to the timesheet.
	Save and Close	Saves any changes to the time sheet and returns to the time sheet list.
	Close Time Sheet	Closes the open time sheet. If changes have not been saved, then will be discarded.
	More	Click this button to access more options, such as Print, Print Preferences, Reload Data, and Timesheet Comments.
	View	Allows you to switch between List View and Table View.

Questions?

Ask a Super User!

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