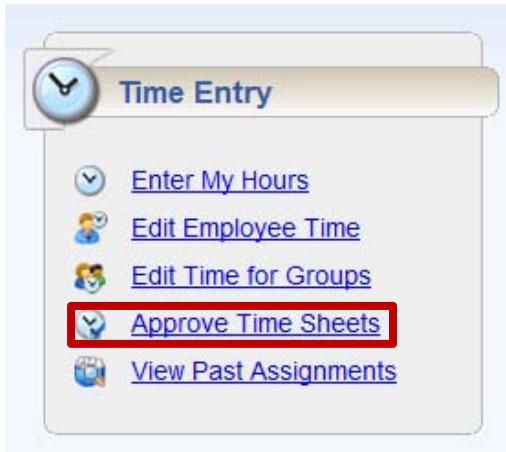


Approving Time Sheets

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)

A screenshot of the 'Employees Active On' page. It shows a calendar icon with the number '12' indicating the current day. Below it, the date 'Thursday November 17, 2011' is selected.

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

A screenshot of the 'Assignments' page. It shows a list of employees under the heading 'On Site Employees (2)'. The first employee in the list is selected.

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.

A screenshot of the 'Manager's Approval' screen. It shows two rows of approval buttons. The top row has a checked 'Approve' box and a 'Reject' icon. The bottom row has an unchecked 'Approve' box and a 'Reject' icon. There are also 'Save Approvals' and 'Approve All' buttons at the top.

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
27	28	29	30	1	2	3	4	5	6	7	8	9	10
Nov 30, 2011 <input checked="" type="checkbox"/> Show All Weeks													
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
18	19	20	21	22	23	24	25	26	27	28	29	30	1
Sep 18, 2011 <input checked="" type="checkbox"/> Show All Weeks													
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
09/18/2011 - 10/01/2011	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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