

How to approve a timesheet:

This job aid outlines how a manager can approve a timesheet. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

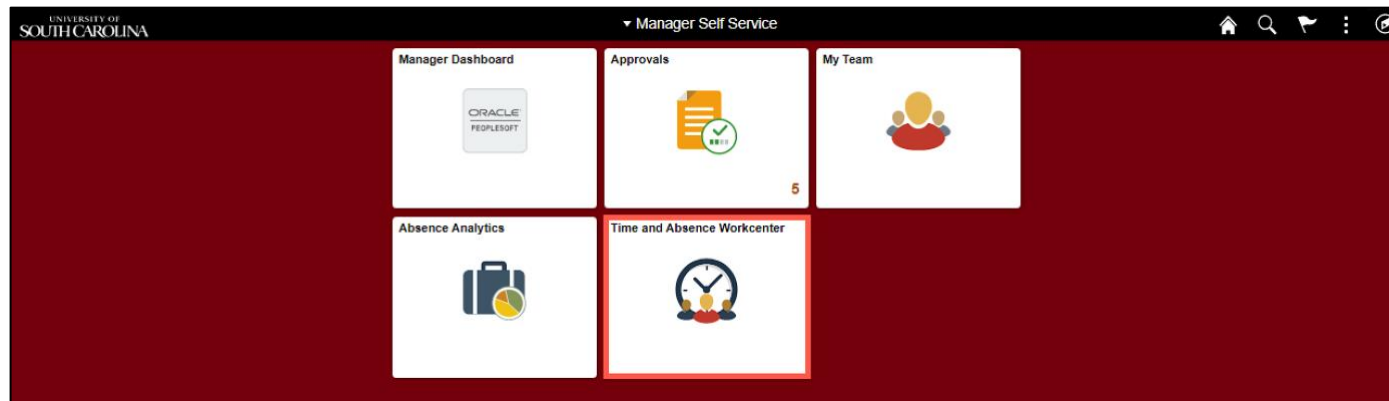
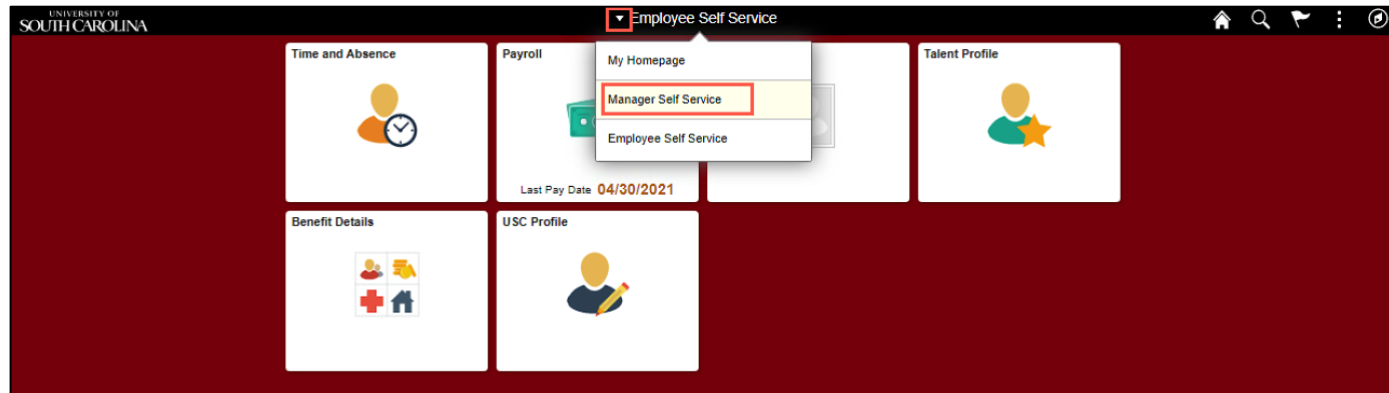
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

Processing Steps

Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop down arrow and select **Manager Self Service** from the list.

Step 2: Click the **Time and Absence Workcenter** tile.

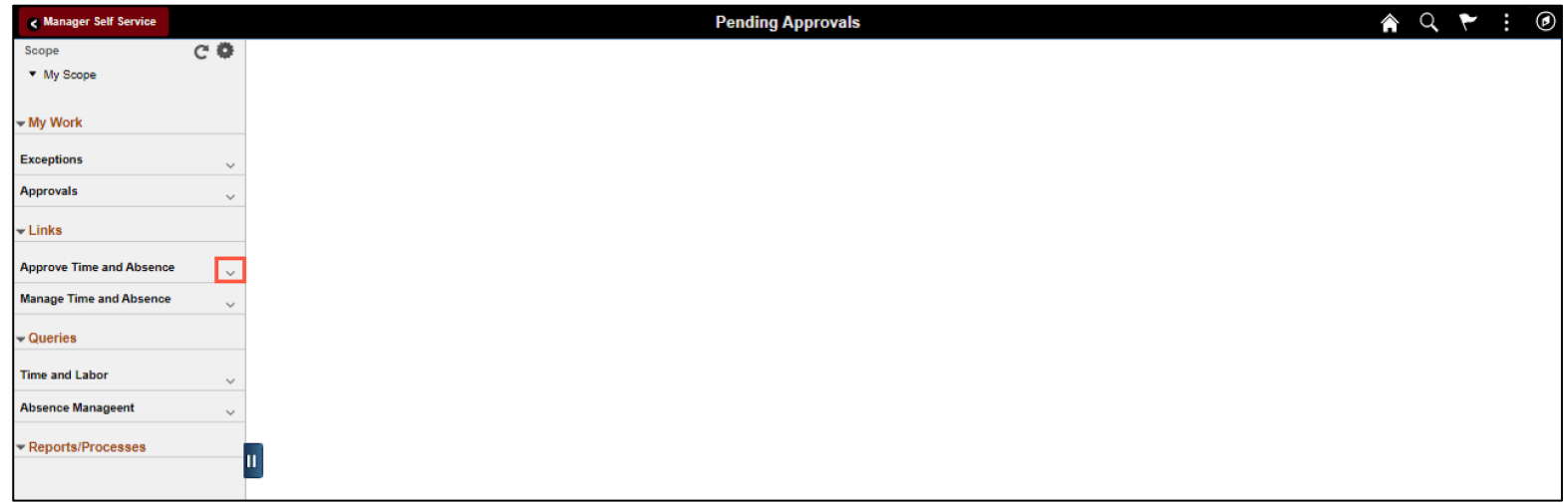
Screenshots



Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries, and reports.

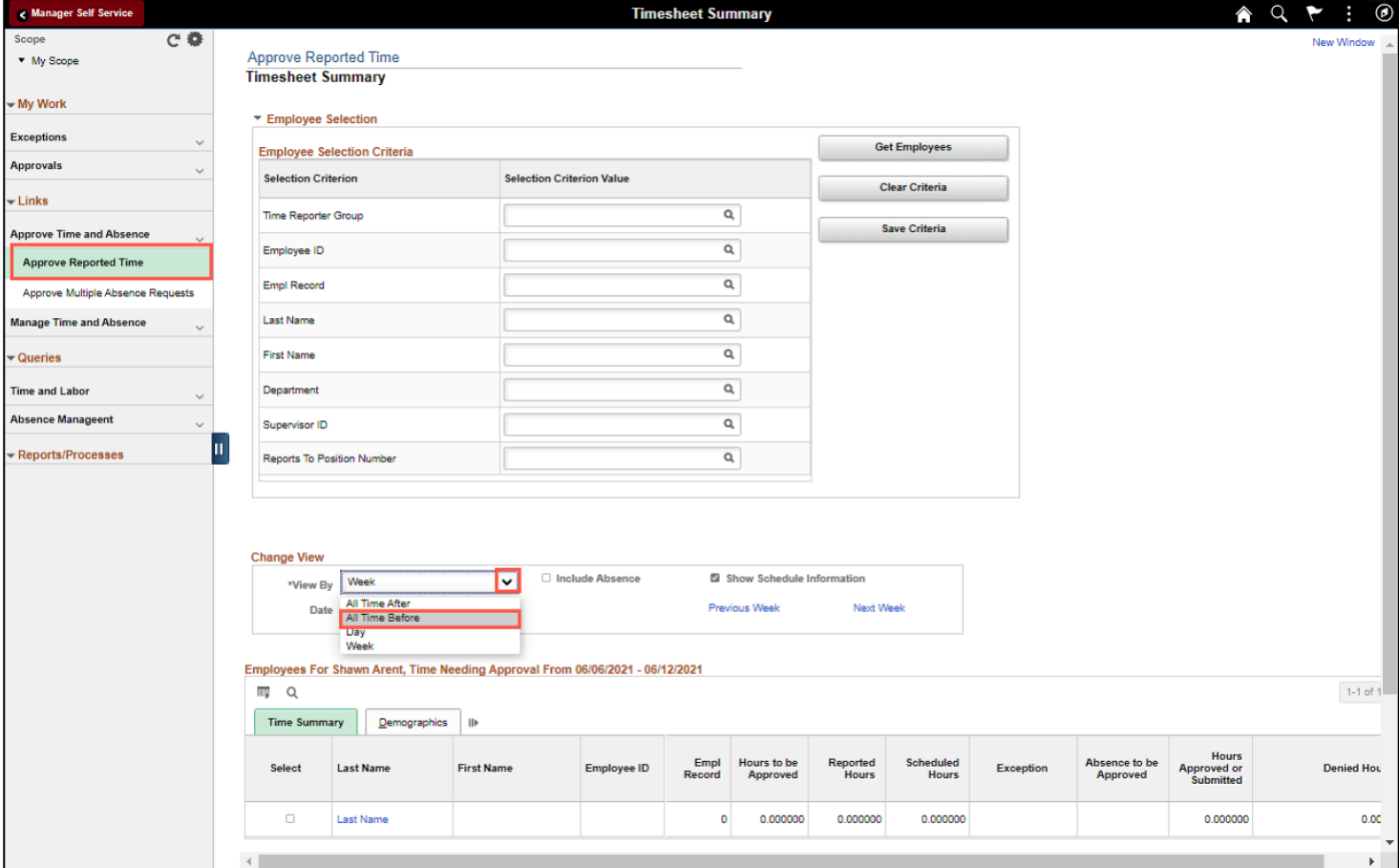
Step 3: Click the **Approve Time and Absence** drop-down arrow.



Step 4: Click **Approve Reported Time** from the options list.

Step 5: To view a list of the timesheets that require your approval, click the **View By** drop-down arrow and select **All Time Before**.

The **All Time Before** option will pull timesheets prior to the date entered in the date field.



Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>

Change View

*View By: **Week** (dropdown menu open showing: All Time After, **All Time Before**, Day, Week)

Include Absence Show Schedule Information

Previous Week Next Week

Employees For Shawn Arent, Time Needing Approval From 06/06/2021 - 06/12/2021

Select	Last Name	First Name	Employee ID	Empl Record	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Absence to be Approved	Hours Approved or Submitted	Denied Ho.
<input type="checkbox"/>	Last Name			0	0.000000	0.000000	0.000000			0.000000	0.00

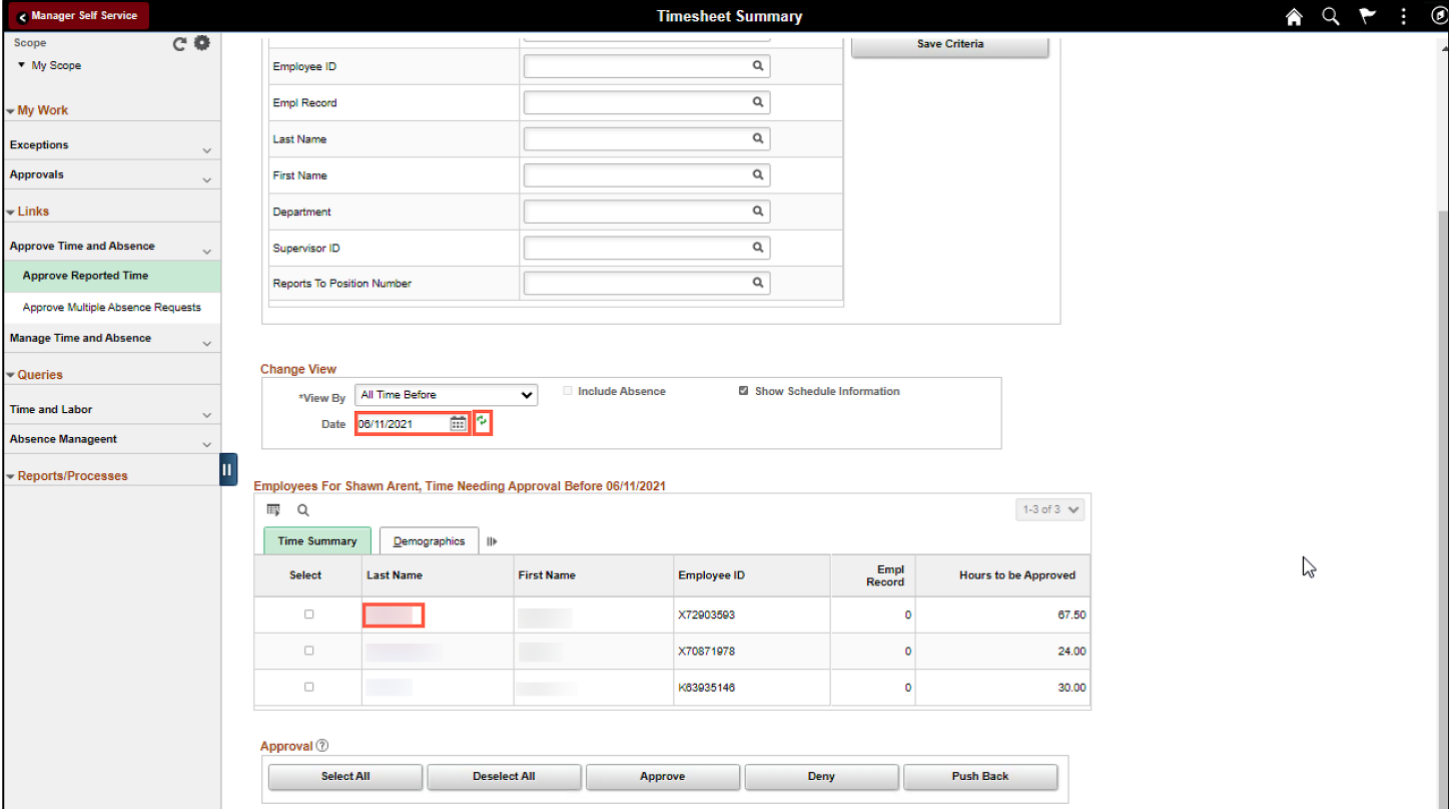
Step 6: Click in the **Date** field and enter a date if current date is not applicable.

Step 7: If you change the date, click the **Refresh** button to return timesheets submitted prior to the date entered.

A list of the employees that submitted timesheets requiring your approval is returned at the bottom of the page.

Note: On this page you can click each Employee line to select and click the Approve button to approve multiple timesheets. This is not recommended as it is important for a manager to review, and possibly edit, the employee's timesheet.

Step 8: To look at each individual timesheet, click the employee **Last Name** link.



Manager Self Service Timesheet Summary

Save Criteria

Employee ID [] [Q]

Empl Record [] [Q]

Last Name [] [Q]

First Name [] [Q]

Department [] [Q]

Supervisor ID [] [Q]

Reports To Position Number [] [Q]

Change View

*View By: All Time Before [v] Include Absence Show Schedule Information

Date: 06/11/2021 [] [Q]

Employees For Shawn Arent, Time Needing Approval Before 06/11/2021

1-3 of 3 [v]

Select	Last Name	First Name	Employee ID	Empl Record	Hours to be Approved
<input type="checkbox"/>	[]	[]	X72903593	0	67.50
<input type="checkbox"/>	[]	[]	X70871978	0	24.00
<input type="checkbox"/>	[]	[]	K63935146	0	30.00

Approval [?]

Select All Deselect All Approve Deny Push Back

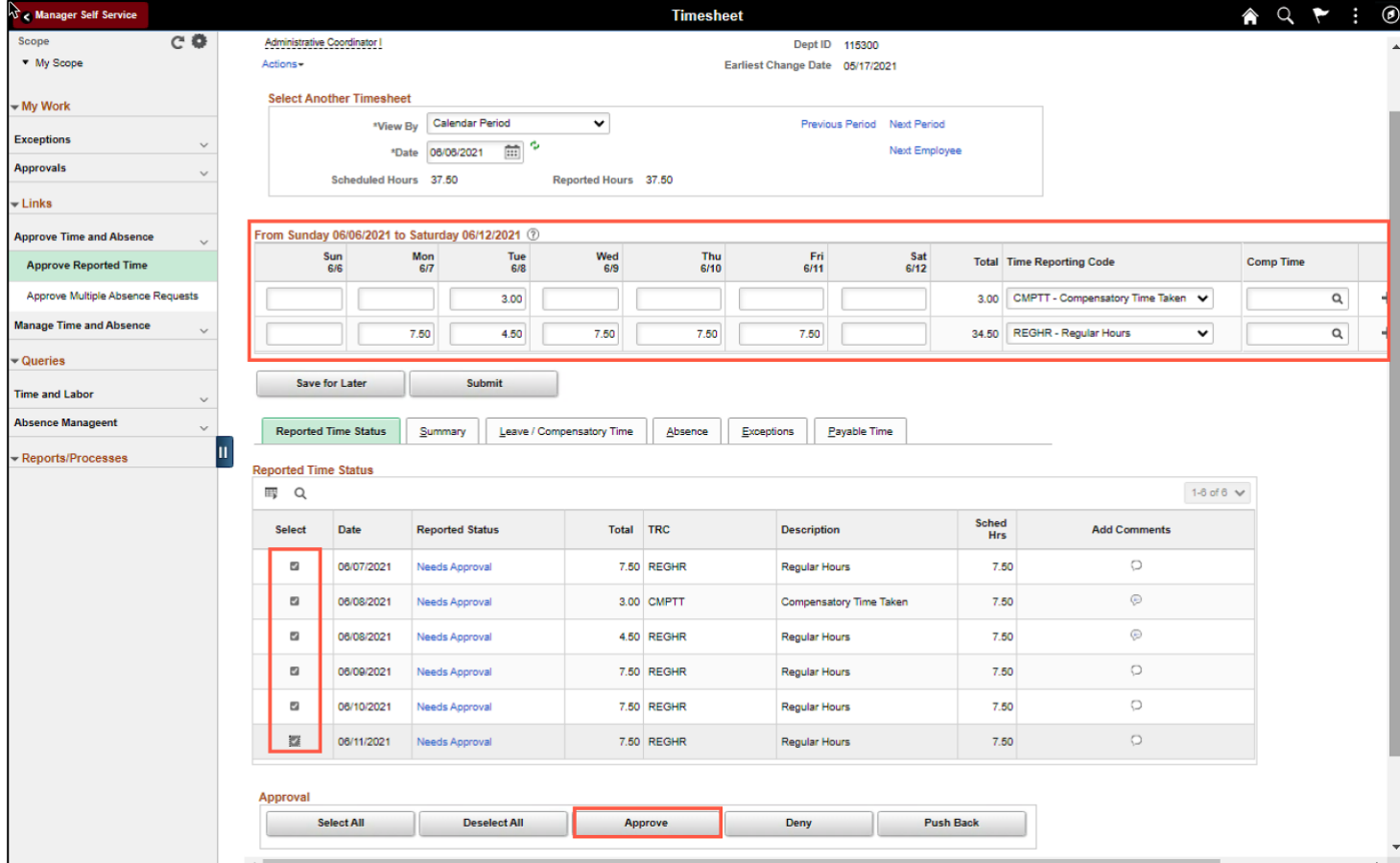
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Step 9: Begin by reviewing the employee's timesheet and edit if necessary.

Step 10: To approve the timesheet, click to select each day for that timesheet and then click the **Approve** button.

Approvers can take one of the following three actions by clicking the associated button:

- **Approve:** The reported time is approved.
- **Deny:** The reported time has been denied. Enter an appropriate comment notifying the employee of the reason for denial.
- **Push Back (needs rework):** The request is neither approved nor denied. You need additional information, or the request requires correction. Enter an appropriate comment to notify employee of the reason and specify any additional information needed.



Timesheet

Administrative Coordinator | Dept ID 115300
Earliest Change Date 06/17/2021

Select Another Timesheet

*View By: Calendar Period | Previous Period | Next Period
*Date: 06/09/2021 | Next Employee

Scheduled Hours 37.50 | Reported Hours 37.50

Sun 6/6	Mon 6/7	Tue 6/8	Wed 6/9	Thu 6/10	Fri 6/11	Sat 6/12	Total	Time Reporting Code	Comp Time
		3.00					3.00	CMPPT - Compensatory Time Taken	
	7.50	4.50	7.50	7.50	7.50		34.50	REGHR - Regular Hours	

Save for Later | Submit

Reported Time Status | Summary | Leave / Compensatory Time | Absence | Exceptions | Payable Time

Reported Time Status

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
<input checked="" type="checkbox"/>	06/07/2021	Needs Approval	7.50	REGHR	Regular Hours	7.50	
<input checked="" type="checkbox"/>	06/08/2021	Needs Approval	3.00	CMPPT	Compensatory Time Taken	7.50	
<input checked="" type="checkbox"/>	06/08/2021	Needs Approval	4.50	REGHR	Regular Hours	7.50	
<input checked="" type="checkbox"/>	06/09/2021	Needs Approval	7.50	REGHR	Regular Hours	7.50	
<input checked="" type="checkbox"/>	06/10/2021	Needs Approval	7.50	REGHR	Regular Hours	7.50	
<input checked="" type="checkbox"/>	06/11/2021	Needs Approval	7.50	REGHR	Regular Hours	7.50	

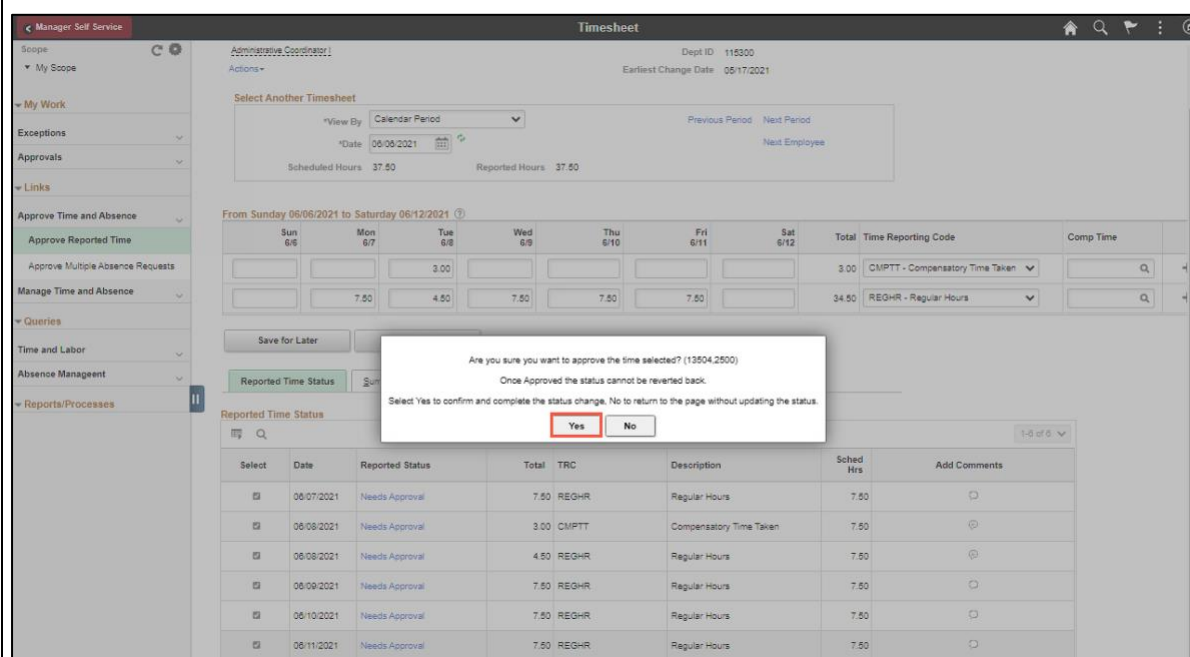
Approval

Select All | Deselect All | **Approve** | Deny | Push Back

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If a request needs to be denied or pushed back it will need to be selected separately to take the appropriate action.

Step 11: Click the **Yes** button to confirm you would like to approve the time selected.



The screenshot shows the 'Timesheet' interface for an Administrative Coordinator. It displays a calendar view for the period from Sunday 06/06/2021 to Saturday 06/12/2021. A table below the calendar shows reported hours and time reporting codes. A modal dialog box is open, asking for confirmation to approve the selected time. The 'Yes' button is highlighted with a red box.

From	Sun 6/6	Mon 6/7	Tue 6/8	Wed 6/9	Thu 6/10	Fri 6/11	Sat 6/12	Total	Time Reporting Code	Comp Time
			3.00					3.00	CMPTT - Compensatory Time Taken	
	7.50	4.50	7.50	7.50	7.50			34.50	REGHR - Regular Hours	

Step 12: Click **OK** to approve confirmation the selected transactions were successfully approved.



The screenshot shows the 'Approve Confirmation' dialog box. It features a green checkmark icon and the text 'Selected transactions were successfully approved.' Below this text, the 'OK' button is highlighted with a red box.

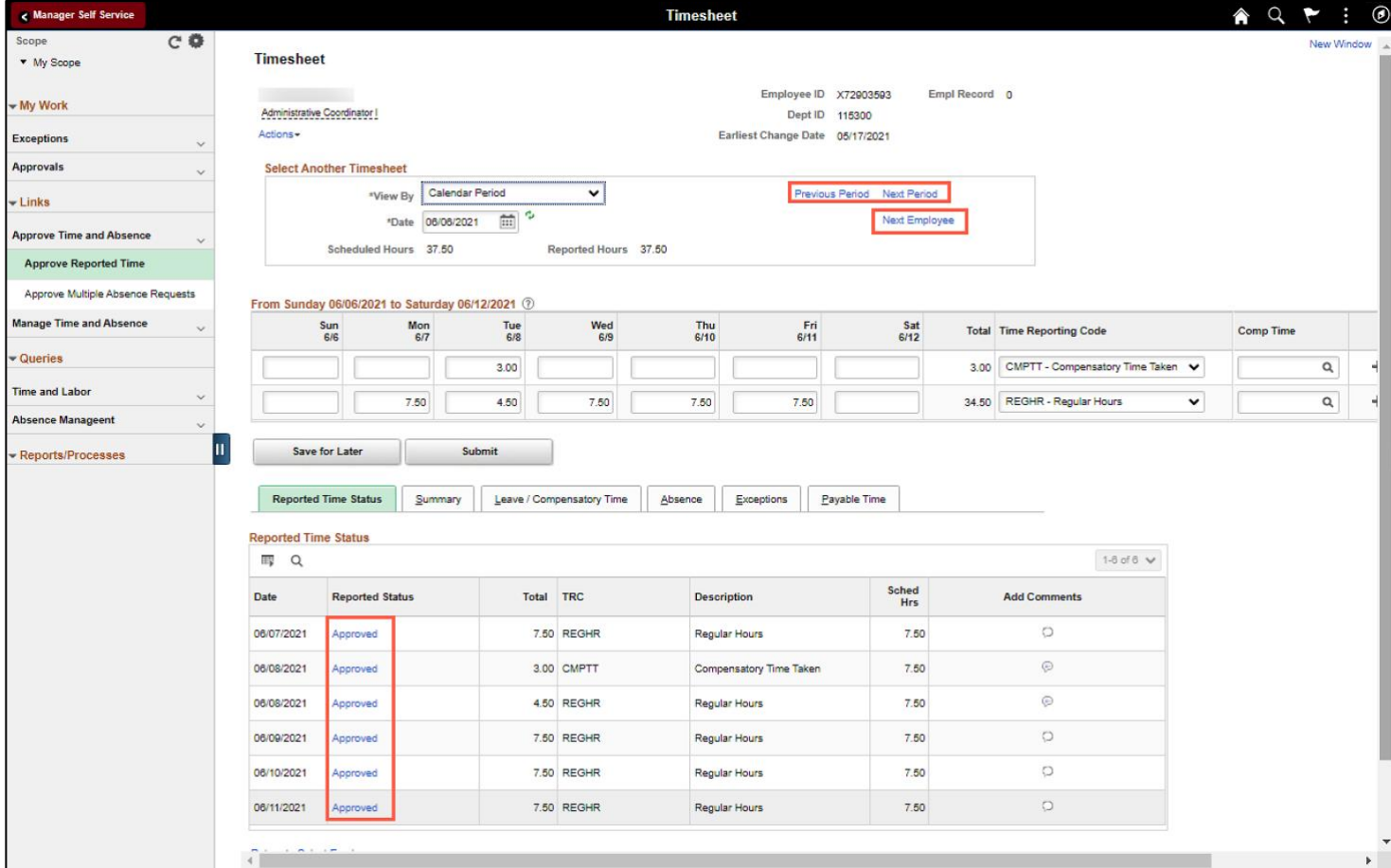
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Notice the hours entered each day for the week of June 6 are now approved.

Step 13: To review and approve all the submitted timesheets for a specific employee use the **Previous Period** and **Next Period** links to ensure all timesheets are approved within the period you selected on the Time Summary page.

The Date will indicate the week you are viewing.

Step 14: To review and approve submitted timesheets for all employees, click the **Next Employee** link.



Timesheet

Employee ID: X72903593 | Empl Record: 0
Dept ID: 116300
Earliest Change Date: 05/17/2021

Select Another Timesheet

*View By: Calendar Period | [Previous Period](#) | [Next Period](#)
*Date: 06/06/2021 | [Next Employee](#)

Scheduled Hours: 37.50 | Reported Hours: 37.50

From Sunday 06/06/2021 to Saturday 06/12/2021

	Sun 6/6	Mon 6/7	Tue 6/8	Wed 6/9	Thu 6/10	Fri 6/11	Sat 6/12	Total	Time Reporting Code	Comp Time
			3.00					3.00	CMPTT - Compensatory Time Taken	
		7.50	4.50	7.50	7.50	7.50		34.50	REGHR - Regular Hours	

Buttons: Save for Later, Submit

Reported Time Status

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
06/07/2021	Approved	7.50	REGHR	Regular Hours	7.50	
06/08/2021	Approved	3.00	CMPTT	Compensatory Time Taken	7.50	
06/08/2021	Approved	4.50	REGHR	Regular Hours	7.50	
06/09/2021	Approved	7.50	REGHR	Regular Hours	7.50	
06/10/2021	Approved	7.50	REGHR	Regular Hours	7.50	
06/11/2021	Approved	7.50	REGHR	Regular Hours	7.50	

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Step 15: Review the employee's timesheet and edit if necessary.

Notice this employee has requested two absences. The Annual Leave Taken is awaiting approval and the sick leave has been approved. Both absence requests will need to be approved using the Approve Multiple Absence Requests link under Approve Time and Absence.

< Manager Self Service
Timesheet
Home Search Refresh

- Scope
- My Scope
- My Work
- Exceptions
- Approvals
- Links
- Approve Time and Absence
- Approve Reported Time
- Approve Multiple Absence Requests
- Manage Time and Absence
- Queries
- Time and Labor
- Absence Management
- Reports/Processes

Timesheet

Employee ID: X70871978 Empl Record: 0
 Dept ID: 115300
 Earliest Change Date: 05/02/2021

[Actions](#)

Select Another Timesheet

*View By: Calendar Period

*Date: 09/09/2021

Scheduled Hours: 30.00 Reported Hours: 38.00

From Sunday 06/06/2021 to Saturday 06/12/2021

Sun 6/6	Mon 6/7	Tue 6/8	Wed 6/9	Thu 6/10	Fri 6/11	Sat 6/12	Total	Time Reporting Code	Comp Time
	6.00	6.00	6.00	6.00			24.00	REGHR - Regular Hours	
					6.00		6.00	ANLLV - Annual Leave Taken	
					6.00		6.00	SICK - Sick Leave	

Save for Later Submit

Reported Time Status Summary Absence Exceptions Payable Time

Reported Time Status

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
<input checked="" type="checkbox"/>	06/07/2021	Needs Approval	6.00	REGHR	Regular Hours	6.00	
<input checked="" type="checkbox"/>	06/08/2021	Needs Approval	6.00	REGHR	Regular Hours	6.00	
<input checked="" type="checkbox"/>	06/09/2021	Needs Approval	6.00	REGHR	Regular Hours	6.00	
<input checked="" type="checkbox"/>	06/10/2021	Needs Approval	6.00	REGHR	Regular Hours	6.00	
<input type="checkbox"/>	06/11/2021	Needs Approval	6.00	ANLLV	Annual Leave Taken	6.00	
<input type="checkbox"/>	06/11/2021	Approved	6.00	SICK	Sick Leave	6.00	

Approval

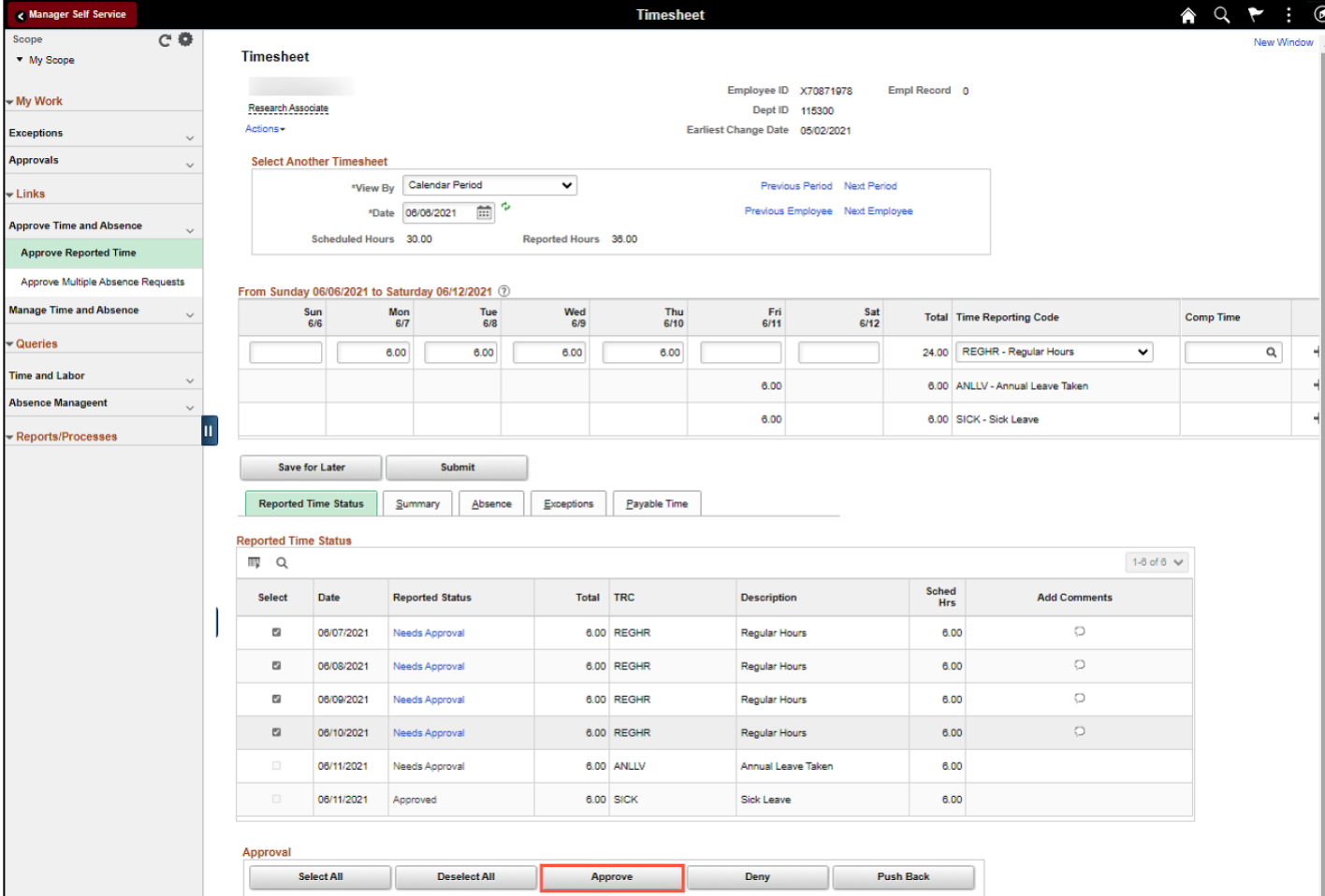
Select All Deselect All Approve Deny Push Back

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Step 16: To approve the timesheet, click to select each day for that timesheet and then click the **Approve** button.

Approvers can take one of the following three actions by clicking the associated button:

- **Approve:** The absence request is approved.
- **Deny:** The absence request has been denied. Enter an appropriate comment notifying the employee of the reason for denial.
- **Push Back (needs rework):** The request is neither approved nor denied. You need additional information, or the request requires correction. Enter an appropriate comment to notify employee of the reason and specify any additional information needed.



Timesheet

Employee ID: X70871978 Empl Record: 0
 Dept ID: 115300
 Earliest Change Date: 05/02/2021

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period
 *Date: 06/08/2021 Previous Employee Next Employee
 Scheduled Hours: 30.00 Reported Hours: 38.00

From Sunday 06/06/2021 to Saturday 06/12/2021

	Sun 6/6	Mon 6/7	Tue 6/8	Wed 6/9	Thu 6/10	Fri 6/11	Sat 6/12	Total	Time Reporting Code	Comp Time
		6.00	6.00	6.00	6.00			24.00	REGHR - Regular Hours	
						6.00		6.00	ANLLV - Annual Leave Taken	
						6.00		6.00	SICK - Sick Leave	

Buttons: Save for Later, Submit

Reported Time Status: Summary, Absence, Exceptions, Payable Time

Reported Time Status

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
<input checked="" type="checkbox"/>	06/07/2021	Needs Approval	6.00	REGHR	Regular Hours	6.00	
<input checked="" type="checkbox"/>	06/08/2021	Needs Approval	6.00	REGHR	Regular Hours	6.00	
<input checked="" type="checkbox"/>	06/09/2021	Needs Approval	6.00	REGHR	Regular Hours	6.00	
<input checked="" type="checkbox"/>	06/10/2021	Needs Approval	6.00	REGHR	Regular Hours	6.00	
<input type="checkbox"/>	06/11/2021	Needs Approval	6.00	ANLLV	Annual Leave Taken	6.00	
<input type="checkbox"/>	06/11/2021	Approved	6.00	SICK	Sick Leave	6.00	

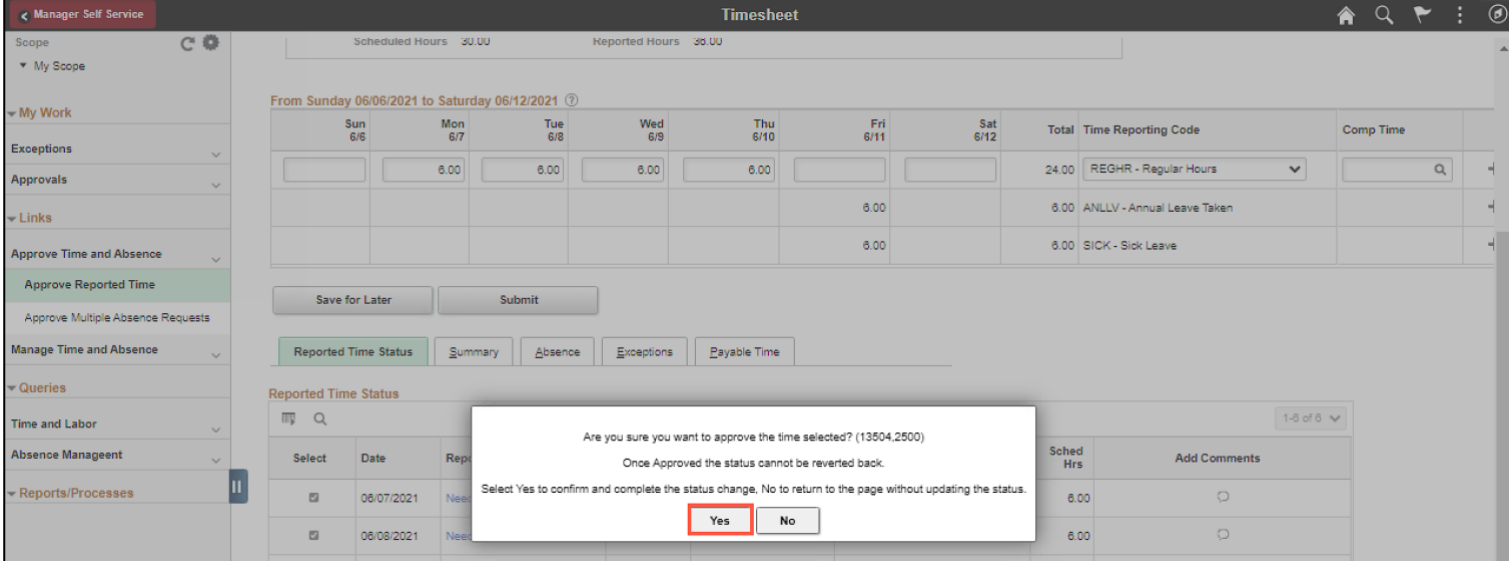
Approval

Buttons: Select All, Deselect All, **Approve**, Deny, Push Back

University of South Carolina Time and Labor - MSS Approve a Timesheet

If a request needs to be denied or pushed back it will need to be selected separately to take the appropriate action.

Step 17: Click the **Yes** button to confirm you would like to approve the time selected.



The screenshot shows the 'Timesheet' interface. At the top, it displays 'Scheduled Hours 30.00' and 'Reported Hours 30.00'. Below this is a calendar view for the period 'From Sunday 06/06/2021 to Saturday 06/12/2021'. A table shows reported hours for each day: Sun 6/6 (0.00), Mon 6/7 (8.00), Tue 6/8 (8.00), Wed 6/9 (8.00), Thu 6/10 (8.00), Fri 6/11 (8.00), and Sat 6/12 (0.00). The total reported hours are 30.00. Below the calendar, there are buttons for 'Save for Later' and 'Submit'. A 'Reported Time Status' section is visible with tabs for 'Summary', 'Absence', 'Exceptions', and 'Payable Time'. A confirmation dialog box is overlaid on the screen, asking: 'Are you sure you want to approve the time selected? (13504.2500)'. The dialog includes the following text: 'Once Approved the status cannot be reverted back. Select Yes to confirm and complete the status change. No to return to the page without updating the status.' There are 'Yes' and 'No' buttons, with the 'Yes' button highlighted by a red box.

Step 18: Click **OK** to approve confirmation the selected transactions were successfully approved.



The screenshot shows the 'Approve Confirmation' dialog box. At the top, it says 'Saving Page'. Below that, the title is 'Approve Confirmation'. There is a blue checkmark icon and the text: 'Selected transactions were successfully approved.' At the bottom of the dialog, there is an 'OK' button highlighted with a red box.

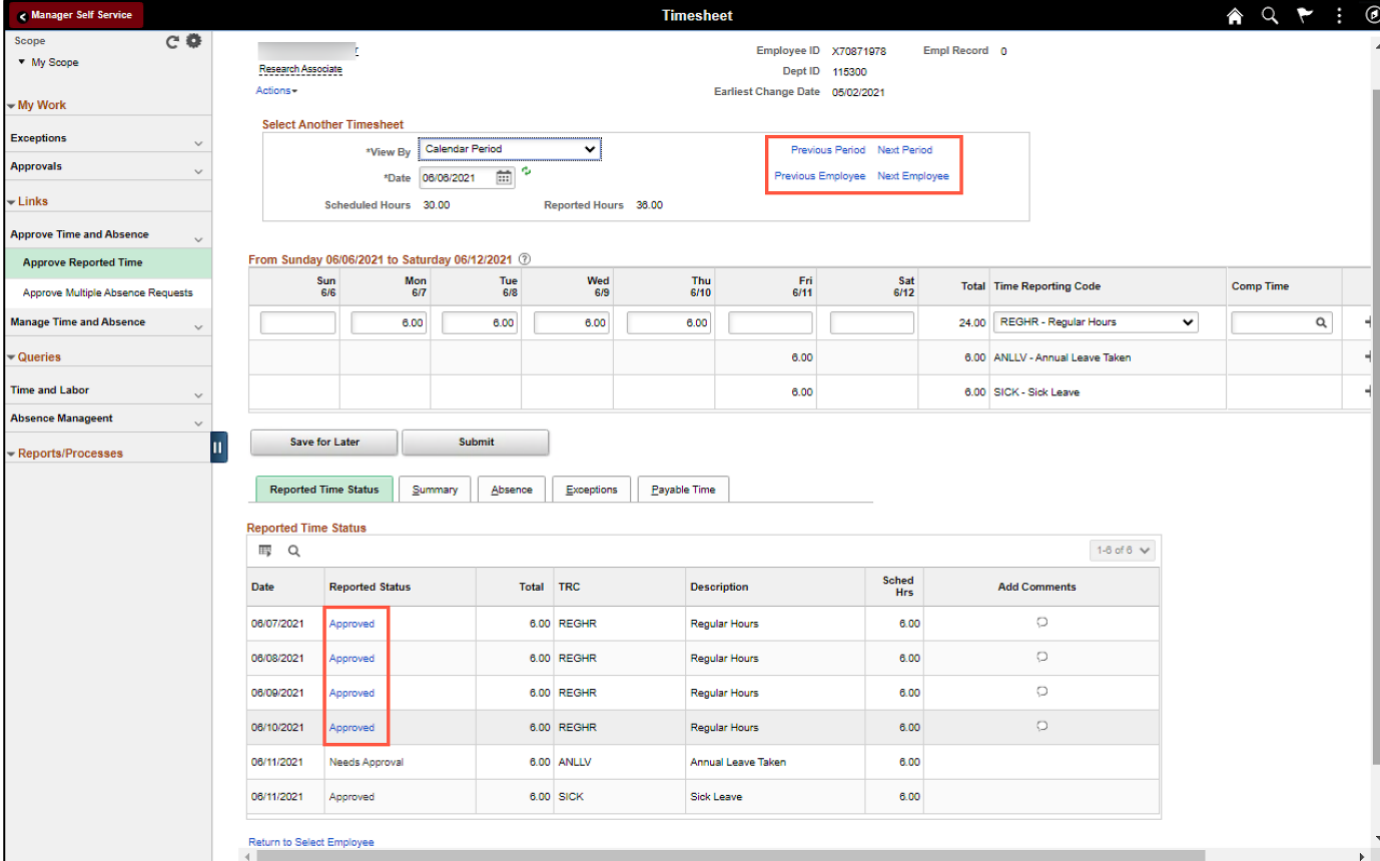
University of South Carolina Time and Labor - MSS Approve a Timesheet

Notice the hours entered each day for the week of June 6 are now approved.

Step 19: Continue to use the **Previous Period** and **Next Period** links to ensure all timesheets are approved within the period you selected on the Time Summary page for specific employee.

Use the **Previous Employee** and **Next Employee** to complete the approvals for all submitted timesheets requiring your approval.

You successfully learned how to approve a timesheet.



Timesheet

Employee ID: X70871978 | Empl Record: 0
Dept ID: 115300
Earliest Change Date: 05/02/2021

Select Another Timesheet

*View By: Calendar Period
*Date: 05/05/2021

Scheduled Hours: 30.00 | Reported Hours: 30.00

Navigation: [Previous Period](#) [Next Period](#)
[Previous Employee](#) [Next Employee](#)

From Sunday 06/06/2021 to Saturday 06/12/2021							Total	Time Reporting Code	Comp Time
Sun 6/6	Mon 6/7	Tue 6/8	Wed 6/9	Thu 6/10	Fri 6/11	Sat 6/12			
6.00	6.00	6.00	6.00	6.00	6.00		24.00	REGHR - Regular Hours	
					6.00		6.00	ANLLV - Annual Leave Taken	
					6.00		6.00	SICK - Sick Leave	

Buttons: Save for Later, Submit

Reported Time Status Summary: [Summary](#) [Absence](#) [Exceptions](#) [Payable Time](#)

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
06/07/2021	Approved	6.00	REGHR	Regular Hours	6.00	
06/08/2021	Approved	6.00	REGHR	Regular Hours	6.00	
06/09/2021	Approved	6.00	REGHR	Regular Hours	6.00	
06/10/2021	Approved	6.00	REGHR	Regular Hours	6.00	
06/11/2021	Needs Approval	6.00	ANLLV	Annual Leave Taken	6.00	
06/11/2021	Approved	6.00	SICK	Sick Leave	6.00	

[Return to Select Employee](#)