

Employee Time Approval

Manager Self Service Case Time Approval

Group ID Begins with

942 rows

1	101000-EXEMPT
2	101000-NONEX
3	101000-STUDENT

1-EXEMPT 4 10170

1-STUDENT 5 10170

Step	Action
3.	The Time Approval search page appears. The departments available to approve will be displayed. Student employees have Student in the department name.
4.	Scroll through the list or type in the department and select Search .

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5.	<p>The Time Approval Summary page appears. All students that you supervise in the selected department will appear in the list.</p> <p>Each employee has a data row, which includes the following items:</p> <ul style="list-style-type: none"> Empl ID (employee ID) Name Dept (department) Job Title Employee Class Total Hours (year to date) Status.
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Step	Action
6.	To view a student's time sheet, click the

Employee Time Approval

WSR: Work Study is a program awarded to a student with a financial need. Students who receive work

Step	Action
17.	You can add or remove time entry rows using the Add and Delete buttons.
18.	<p>To approve all student time entry rows up to the current date, click the Approve All button.</p> <p>Note: The current system date is initially displayed in the Through field.</p>
19.	<p>Note: Clicking the Approve all button (without the Through Date) may cause future time entry rows to be approved. It is university policy that time cannot be approved in advance of the employee actually working it.</p>
20.	To remove the approval check marks from all time entry rows, click the Unapprove All button.
21.	Click the Save button.