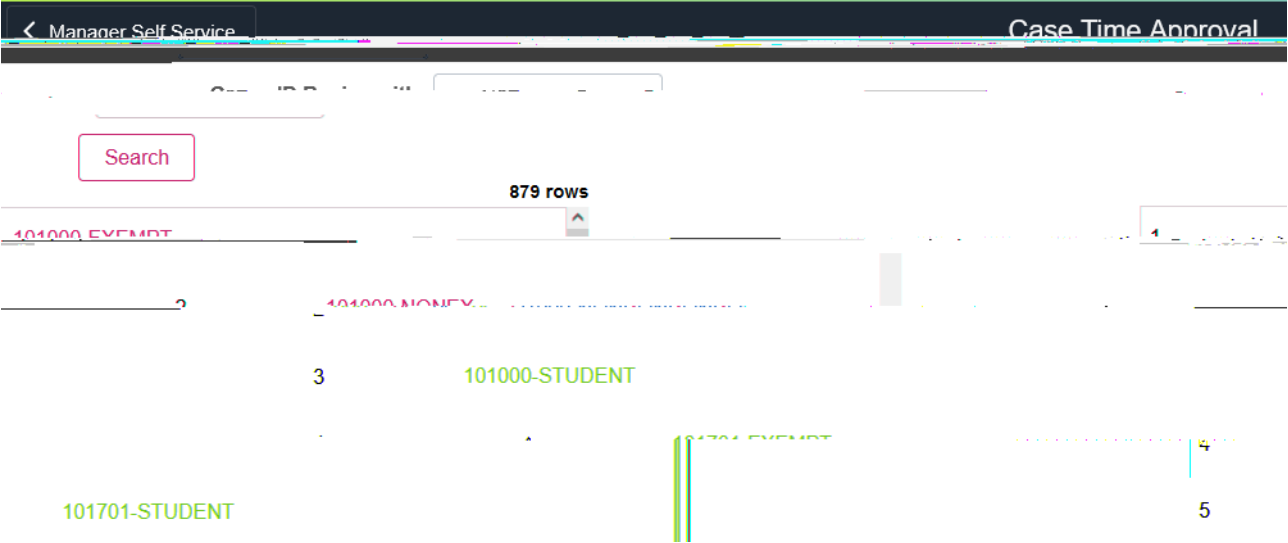


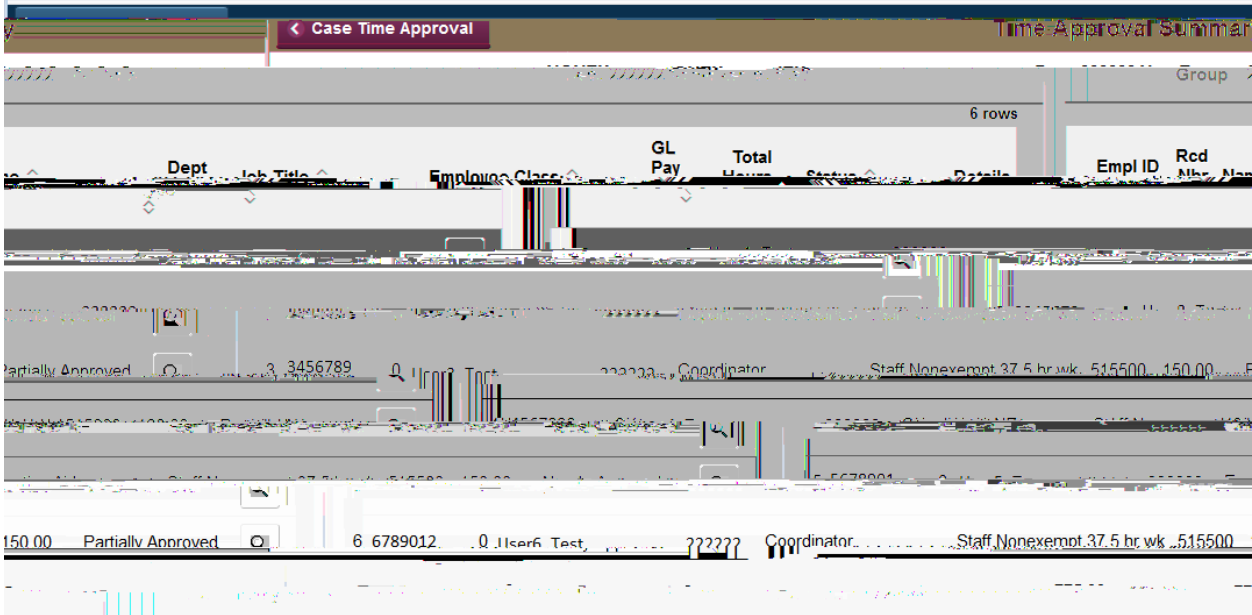
Employee Time Approval

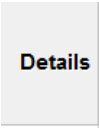

Procedure

Managers can use the Time Approval function to view employee time sheets and approve their time entries. **Note:** Payroll cut-off dates can be found at this link:



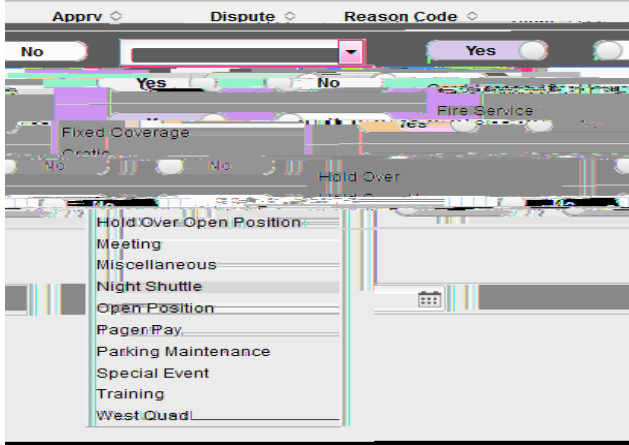
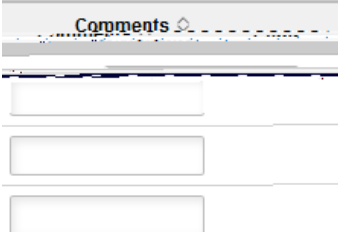

Step	Action
3.	The Time Approval Search page appears. The departments available to approve will be displayed.
4.	Scroll through the list or type in the department and select Search .
5.	<p>The Time Approval Summary page appears. All employees that you supervise in the selected department will appear 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.

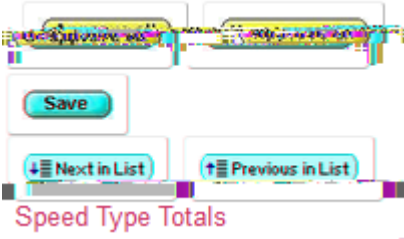
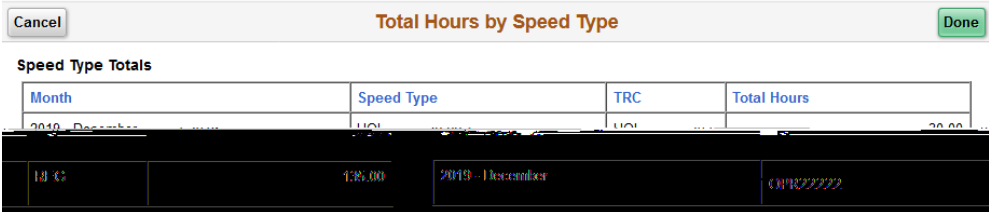


Step	Action
6.	To view an employee's time sheet, click the Details look up button (magnifying glass). <div style="margin-top: 10px;">   </div>

Step	Action
10.	The Hours field contains the total hours the employee worked for a single time entry row.
11.	Click the Override Speed Type check box to enter a different Speed Type and enter the new Speed Type code into the block provided.
12.	Change the radio button to Yes into the Apprv column for each time entry row you wish to approve.

13.

Step	Action
14.	<p>Non-exempt employees have a Reason Code drop down list for each time entry row. This list contains descriptions that are typically entered for non-standard TRCs and should only be used when the Reason Code specifically applies to the time entry.</p> 
15.	<p>A Comment field is available to enter more information.</p> 
16.	<p>You can add or remove time entry rows using the Add and Delete buttons.</p> 

Step	Action
17.	<p>Non-exempt employee time sheets have helpful links included at the bottom of the screen.</p> <p>Click the Speed Type Totals link.</p> 
18.	<p>The Total Hours by Speed Type page displays the total hours per TRC, Speed Type and Month for the employee.</p> <p>Note: Vacation, Sick and Holiday pay are provided from the department's home Speed Type.</p> 
19.	<p>Click the Return button.</p>

Step	Action
20.	<p>To approve all employee 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>

Step	Action
21.	<p>Note: Clicking the Approve all button (without the Through Date)</p>

Step **Action – Staff Hybrid**

No wNo DNonNo wNo DNon

Step	Action – Staff Hybrid Work Program
28.	Non-Empty employees with 39.06 rework (No) -- 8.1 (t)11 (f)1 T

Employee Time Approval



think beyond the possible