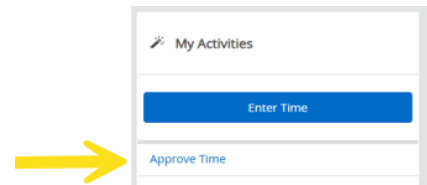


Time Entry - Approving Time

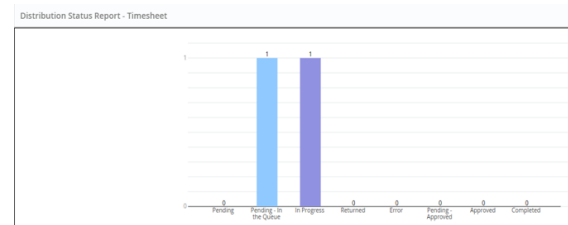
Enter the Approver Page

- From the Employee Dashboard homepage, click **Approve Time**



Review Timesheet Status Graph

- Click on **status** to review team member timesheets



Review Time Entered - Main Page Features

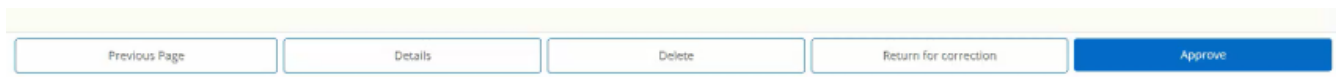
Employee Name	ID	Organization	Hours/Units
☒ Moose, Mumfired A. Computer Sftwr Eng/Appl II, 4M0342-00	-01790550	1-26885U, TS IT Center	16.00 Hours

Buttons: Pending (1), Approve/Acknowledge

- “i” - approver routing queue and submission deadline
- Speech bubble - review comments
- Ellipse - Leave Balances or Preview timesheet in detail
- Check Box - click to approve multiple timesheets at one time
- Approve/Acknowledge Button - appears once you click the check box; use to mass approve

Review Timesheet in Detail

- Click the timesheet
- Review details



- Action items are listed on the bottom

Return a Timesheet for Correction

Comment (Optional):
Please add sick day

1981 characters remaining

☐ Confidential Comment

Tirrell, Deanna

Buttons: Previous Page, Details, Delete, Return for correction, Approve

- Enter a comment letting the employee know what needs to be corrected
- Click **Return for Correction**

