Web Time Entry for Students – Supervisor Approval

Time Sheets must be approved by 10am Monday of pay week. Holidays could cause this deadline to be moved up.

1) Employee Tab -> Select More Employee Options...

2) Select Time Sheet
3) Select Approve or Acknowledge Time
If acting as a proxy, use the drop down arrow to select the person for whom you are approving time.

4) Select Department and Pay Period to Approve
Time appears in several sections.

**Pending** – Awaiting supervisor approval.
**Returned for Correction** – Time Sheet was returned to the student for further entry or adjustments.
**Approved** – Waiting to be brought into payroll.
**In Progress** – Student has opened Time Sheet.
**Not Started** – Student has not opened Time Sheet.
**Completed** – Time Sheet has been brought into the payroll system.

5) **Confirm the pay period is correct.**
   Review Time Submitted.
   Click the box to approve time for selected employees.
   Click Save.

### Department Summary

![Department Summary](image)

<table>
<thead>
<tr>
<th>ID</th>
<th>Name, Position and Title</th>
<th>Required Action</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Queue Status</th>
<th>Approve or PIF</th>
<th>Return for Correct</th>
</tr>
</thead>
<tbody>
<tr>
<td>R00684686</td>
<td><strong>Eric Joseph Proz</strong> 97543 - 01 Student Employee - Pooled</td>
<td>Approve</td>
<td>15.50</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R00863873</td>
<td><strong>Lauren Elizabeth Burgin</strong> 97543 - 01 Student Employee - Pooled</td>
<td>Approve</td>
<td>27.00</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R00352281</td>
<td><strong>Juana Shaunte Calloway</strong> 97543 - 00 Student Employee - Pooled</td>
<td>Approve</td>
<td>26.00</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
If the time appears to be incorrect or if more information is needed, click on the student’s name.

If the information viewed is accurate, click approve.

If the information viewed is not accurate and the period is not closed to students, add comments to the Time Sheet telling the student what needs to be changed. Then, click Return for Correction. Inform the student the Time Sheet has been returned for correction. Let the student know how much time they have to correct the Time Sheet. Time Sheets must be submitted for approval by students by the end of the day on the last day of the pay period.

If the information viewed in not accurate and the period is closed to students, click change record. Follow the instructions for Web Time Entry for Students to make the necessary changes. Then click approve.
Approved timesheets will move to Approved section and show a Queue Status of Approved.