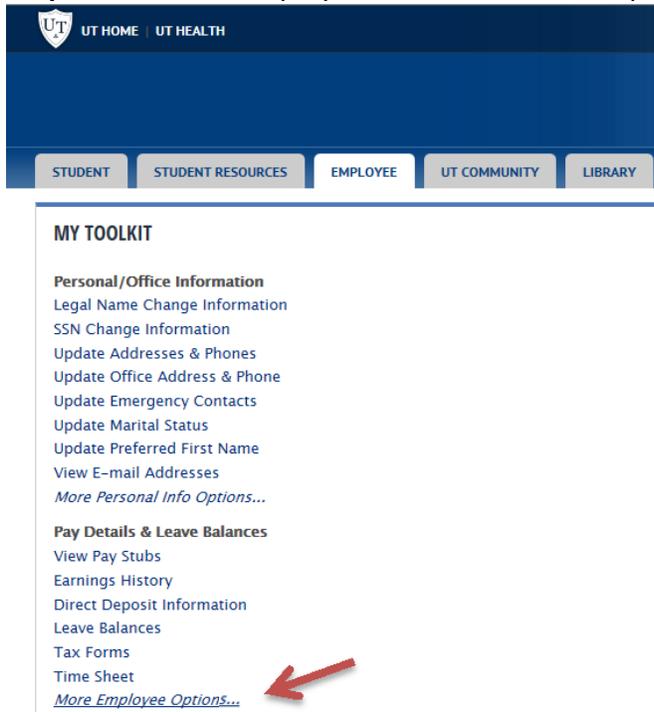


# Web Time Entry for Students/Hourly Employees –Supervisor Approval

**Time Sheets must be approved by 5:00 pm Monday of pay week. Holidays could cause this deadline to be moved up.**

**Step One:** On the Employee tab, select *More Employee Options...*



**Step Two:** Select Approve Time.

- [Pay Stubs](#)
- [Benefit Summary](#)
- [Earnings History](#)
- [Direct Deposit Information - Wages](#)
- [Leave Balances](#)
- [Leave Request](#)
- [Leave Report](#)
- [Time Sheet](#)
- [Approve Time](#)

# Web Time Entry for Students/Hourly Employees –Supervisor Approval

**Step Three:** Choose Approve or Acknowledge Time and click Select. If acting as a proxy, use the drop down arrow to select the person for whom you are approving time.

## Time Reporting Selection

### Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/> 
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self <input type="text"/>
Act as Superuser:	<input type="checkbox"/>

Select

**Step Four:** Select Department and Pay Period to Approve

### Approver Selection

#### Time Sheet

Department and Description	My Choice	Pay Period
T, 100230, FYE Chem 1200	<input checked="" type="radio"/>	HB, Dec 02, 2017 to Dec 15, 2017 <input type="text"/>
T, 101170, Astronomy	<input type="radio"/>	HB, Dec 02, 2017 to Dec 15, 2017 <input type="text"/>
T, 101190, Physics	<input type="radio"/>	HB, Dec 02, 2017 to Dec 15, 2017 <input type="text"/>
T, 101220, Biological Sciences	<input type="radio"/>	HB, Dec 02, 2017 to Dec 15, 2017 <input type="text"/>
T, 101230, Chemistry	<input type="radio"/>	HB, Dec 02, 2017 to Dec 15, 2017 <input type="text"/>
T, 101250, Environmental Sciences	<input type="radio"/>	HB, Dec 02, 2017 to Dec 15, 2017 <input type="text"/>
T, 101280, Lake Erie Res Ed Ctr	<input type="radio"/>	HB, Jul 29, 2017 to Aug 11, 2017 <input type="text"/>
T, 101290, Mathematics	<input type="radio"/>	HB, Dec 02, 2017 to Dec 15, 2017 <input type="text"/>
T, 101300, Math Intervention PR	<input type="radio"/>	HB, Nov 18, 2017 to Dec 01, 2017 <input type="text"/>
T, 112170, Dean - NSM	<input type="radio"/>	HB, Dec 02, 2017 to Dec 15, 2017 <input type="text"/>

#### Sort Order

	My Choice
Sort employees' records by Status then by Name:	<input checked="" type="radio"/>
Sort employees' records by Name:	<input type="radio"/>

Select 

Time appears in several sections.

Pending – Awaiting supervisor approval.

Returned for Correction - Time Sheet was returned to employee for further action.

Approved – Approved by supervisor.

In Progress – Employee has opened Time Sheet but has not submitted for approval.

Not Started – Time Sheet has not been opened.

Completed – Time sheet has been updated to payroll system.

# Web Time Entry for Students/Hourly Employees –Supervisor Approval

**Step Five:** Time awaiting approval will be listed under Pending. Confirm the pay period is correct. Review Time Submitted. Click on the employee name to open the Time Sheet.

## Department Summary

Select the employee's name to access additional details.

COA:	T, University of Toledo
Department:	All
Pay ID:	HB, Hourly Bi-weekly
Pay Period:	Dec 02, 2017 to Dec 15, 2017
Act as Proxy:	Not Applicable
Pay Period Time Entry Status:	Open until Dec 19, 2017, 02:00 PM

Change Selection    Select All, Approve or FYI    Reset    Save

Pending									
ID	Name, Position, Title and Department	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
	<a href="#">Rocky Rocket</a> P97543 – 00	Override	3.50	.00		<input type="checkbox"/>	<input type="checkbox"/>		

## Employee Details

Select Next or Previous to access another employee.

Employee ID and Name:	Department and Description:
Title:	Transaction Status:

Previous Menu    Approve    Return for Correction    Change Record    Delete    Add Comment    Next

[Routing Queue](#) | [Account Distribution](#)

### Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday , Dec 02, 2017	Sunday , Dec 03, 2017	Monday , Dec 04, 2017	Tuesday , Dec 05, 2017	Wednesday , Dec 06, 2017	Thursday , Dec 07, 2017	Friday , Dec 08, 2017	Saturday , Dec 09, 2017	Sunday , Dec 10, 2017	Monday , Dec 11, 2017	Tuesday , Dec 12, 2017	Wednesday , Dec 13, 2017	Thursday , Dec 14, 2017	Friday , Dec 15, 2017
Student Regular Earnings	1		3.5			1.75						1.75						
<b>Total Hours:</b>			3.5			1.75						1.75						
<b>Total Units:</b>				0														

### Time In and Out

Earnings	Saturday , Dec 02, 2017	Sunday , Dec 03, 2017	Monday , Dec 04, 2017	Tuesday , Dec 05, 2017	Wednesday , Dec 06, 2017	Thursday , Dec 07, 2017	Friday , Dec 08, 2017	Saturday , Dec 09, 2017	Sunday , Dec 10, 2017	Monday , Dec 11, 2017	Tuesday , Dec 12, 2017	Wednesday , Dec 13, 2017	Thursday , Dec 14, 2017	Friday , Dec 15, 2017
Student Regular Earnings	01:00PM 02:45PM						01:00PM 02:45PM							

### Routing Queue

Name	Action and Date
	Originated Dec 05, 2017 01:34 pm
	Submitted Dec 05, 2017 01:36 pm
	Pending

### Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Dec 02, 2017	100.00	A10417	100000	104170	61308	5210				

Previous Menu    Approve    Return for Correction    Change Record    Delete    Add Comment    Next

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 and let the student know how much time they have to correct the Time Sheet. Time Sheets must be submitted for approval by students by Midnight of the Sunday before pay day. Deadlines may be moved up for holidays.

If the information viewed is 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

Approved ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
			19.75	.00	Approved				<a href="#">Leave Balances</a>
			39.25	.00	Approved				<a href="#">Leave Balances</a>
			15.50	.00	Approved				<a href="#">Leave Balances</a>

# Web Time Entry for Students/Hourly Employees –Supervisor Approval

You can also approve from the Department Summary page once the Time Sheets have been reviewed. Click the box to approve time for selected employees, then Click Save. This will update Queue status to Approved.

Personal Information Student Financial Aid **Employee**

Search  Go

## Department Summary

Select the employee's name to access additional details.

<b>COA:</b>	T, University of Toledo
<b>Department:</b>	106250, Controller
<b>Pay Period:</b>	Oct 01, 2011 to Oct 14, 2011
<b>Act as Proxy:</b>	Stephanie M Tinsley, STINSLE
<b>Pay Period Time Entry Status:</b>	Closed as of Oct 17, 2011, 10:00 A.M.

Change Selection Select All, Approve or FYI Reset Save ←

Pending							
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Corre:
		Approve	15.50	.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Approve	27.00	.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Approve	26.00	.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>