

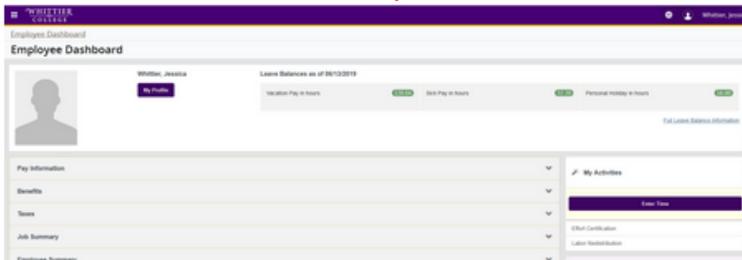
To Approve Web Time Sheets

1. Go to your employee dashboard and click on Access the Employee Dashboard.

Employee Dashboard

The new Employee Dashboard allows you to view your entire Employment Profile in a single location. Access it to see your benefits, pay stub, job details, leave details, and employee profile. You may also enter or approve timesheets.

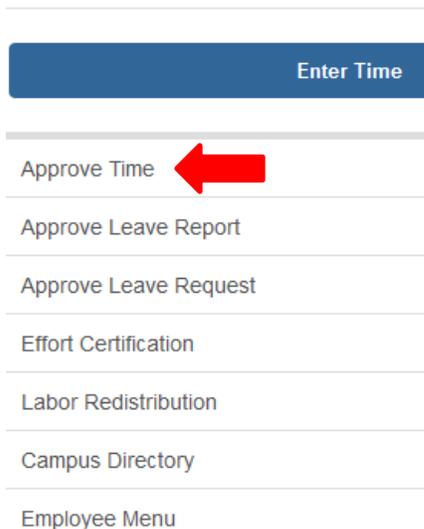
[Access the Employee Dashboard](#) 



- Tutorial: [How to check your leave balance](#) (Flash required)
- Instructions: [How to make changes to your Federal withholdings](#)
- Instructions: [Web time entry for staff](#)
- Instructions: [Web time entry for students](#)
- Instructions: [Access paystubs](#)

2. Under My Activities, click on Approve Time.

My Activities



3. Click on Proxy Super User which is located on the upper right hand side.

Employee Dashboard • Time Entry Approvals

Approvals - Timesheet

Proxy Super User

Approvals Timesheet

Timesheet

4. Under Act as a Superuser, click on Act as Time Entry Approvals Superuser and click on Navigate to Time & Leave Approvals Application.

Employee Dashboard • Proxy or Super User

Proxy or Superuser

Application Selection

Time & Leave Approvals

Act as a Superuser

Act as Time Entry Approvals Superuser

Act as Leave Report Approvals Superuser

Navigate to Time & Leave Approvals application

5. To select a pay period, click on Select Pay Period and use the down arrow to select the pay period you wish to approve and select the employee class you wish to approve (BW: Staff; ST: Students).

Employee Dashboard • Time Entry Approvals

Approvals - Timesheet

Approvals Timesheet

Timesheet

Select Pay Period

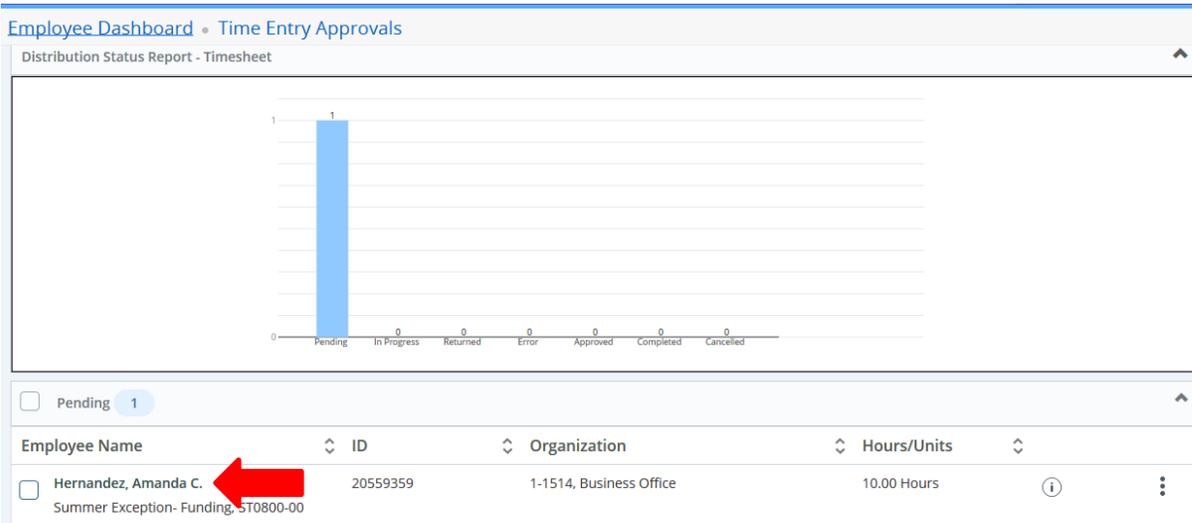
08/25/2019 - 09/07/2019 (2019 BW 19)

08/25/2019 - 09/07/2019 (2019 ST 19)

08/11/2019 - 08/24/2019 (2019 BW 18)

08/11/2019 - 08/24/2019 (2019 ST 18)

6. After you made your selection, click on the employee's name to view their time entered.



Please note that all web time sheets MUST be reviewed (time in and out) before approving. We do not recommend that you click on Approve/Acknowledge time without reviewing the employee's time entered.

7. After you click on the employee's name, a preview box will appear. The preview box will display the grand total hours worked, but to review the employee's day-to-day hours entered, click on Details.

Preview

20559359 - Hernandez, Amanda C.

Summer Exception- Funding, ST0800-00, 1, 1514, Business Office

Pay Period: 08/25/2019 - 09/07/2019 | 10.00 Hours

Submitted On: 09/03/2019, 09:22 AM

Earning Distribution		
Earn Code	Shift	Total
Fall/Spring Pay - Student	1	10.00
Total Hours		10.00
Total Units		0.00

[Details](#)

- To view the hours entered, click on the day that the hours were entered. If you do not see hours entered on the days, click on the arrows on the calendar which are located on each side of the calendar.

Employee Dashboard • Time Entry Approvals • Summer Exception- Funding, ST0800-00, 1, 1514, Business Office, Rate: \$12.000000

20559359-Hernandez, Amanda C., Summer Exception- Funding, ST0800-00, 1, 1514, Business Office, Rate: \$12.000000 Leave Balances

08/25/2019 - 09/07/2019 | 10.00 Hours | Pending Submitted On 09/03/2019, 09:22 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26 4.00 Hours	27	28 4.00 Hours	29	30 2.00 Hours	31

← →

+ Add Earn Code

Earn Code: Fall/Spring Pay - Student Start Time: End Time: Hours:

+ Add More Time

Exit Page Cancel Save Preview

- After you click on the day that the hours were entered, you will see the in-and-out hours that the employee submitted. If you see an error and a correction needs to be made, click on the pen that is located on the right hand side.

08/25/2019 - 09/07/2019 | 11.00 Hours | Pending Submitted On 09/03/2019, 09:22 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26 5.00 Hours	27	28 4.00 Hours	29	30 2.00 Hours	31

← →

+ Add Earn Code

Fall/Spring Pay - Student 08:00 AM - 12:00 PM | 4.00 Hours ✎ 📄 ⊖

Total: 4.00 Hours | [Account Distribution](#)

Overtime Pay - Student 12:00 PM - 01:00 PM | 1.00 Hours ✎ 📄 ⊖

Total: 1.00 Hours | [Account Distribution](#)

Exit Page Cancel Save Preview

10. If you wish to delete a record, click on the circle to the right hand side. After you have deleted the record, click on Save to save the changes.

The screenshot shows a time sheet entry form. At the top right, there is a small circle with a minus sign inside, circled in red. Below this, the form has four main sections: 'Earn Code' with a dropdown menu showing 'Overtime Pay - Student'; 'Start Time' with a dropdown menu showing '12:00 PM' and a list of other times (11:00 AM, 11:30 AM, 12:30 PM, 01:00 PM, 01:30 PM, 02:00 PM, 02:30 PM); 'End Time' with a dropdown menu showing '01:00 PM'; and 'Hours' with a text input field showing '1.00'. Below the 'Start Time' dropdown is an 'Add More Time' button. At the bottom right, there is a 'Total: 1.00 Hours' label and a 'Account Distribution' link. A red arrow points down to the 'Save' button in a row of three buttons: 'Cancel', 'Save', and 'Preview'.

11. To approve the time sheet, click on Preview, then click on Approve. If you wish to submit the time sheet back to the employee, click on Return for Correction. Note, before returning the time sheet back to the employee you will need to insert a comment. You will be required to contact the employee informing them of their returned time sheet; my.whittier will not directly notify the employee.

Return for correction **Approve** ←