



Title:
Reviewing and Approving Timesheets in Time & Attendance

Procedure Document

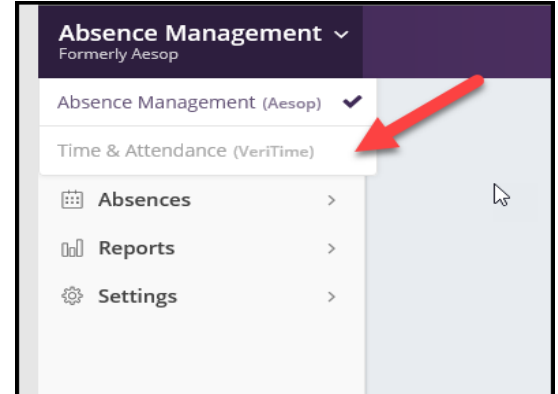
Revised Date: 7/31/2024

Supersedes Date: 3/12/13

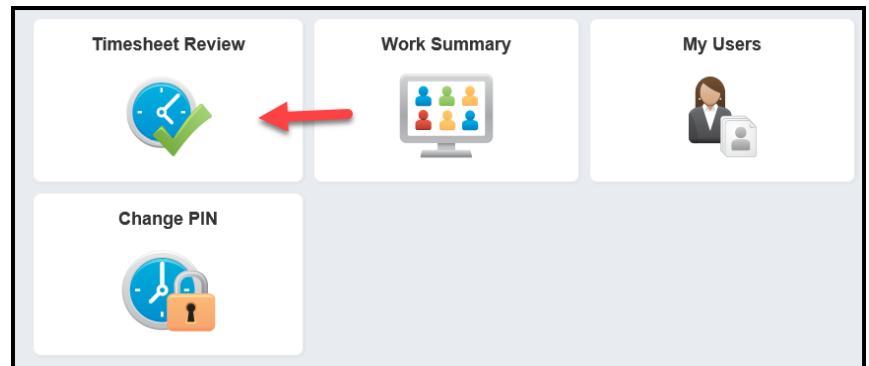
Procedure Steps:

1. Sign into Absence Management using the ID and PIN provided to and open your campus user account.

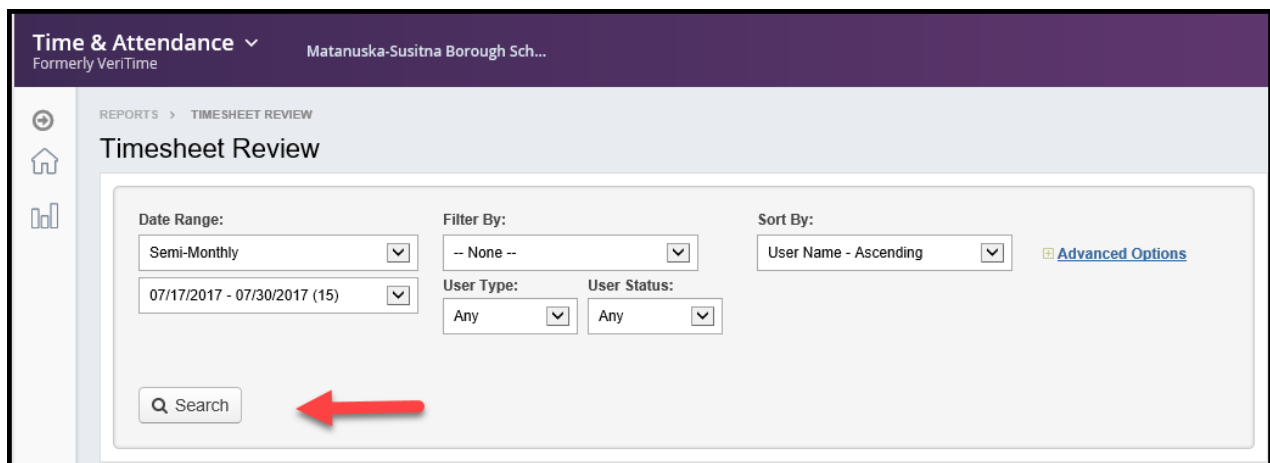
2. On the home screen there is a link to Time and Attendance on the left hand side of the screen. Click the dropdown menu next to Absence Management and select "Time and Attendance".



3. On the home screen select "Timesheet Review".

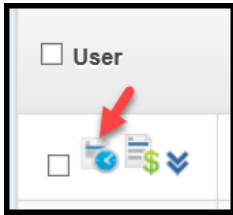


4. Use the Date Range drop down menu and select the date range that you would like to review and approve time for the employees as your location. Additionally, you may use the other available search options displayed as well as those under "Advanced Options" to narrow your search, ie. for a specific employee. After your search criteria has been entered click "Search".



5. The timesheets will then display based on the criteria selected. Each row gives the Total Scheduled Hours, Total Time Reported, and the Net Difference between the two. This will provide you with a quick look at who has worked any additional time outside of their schedule and whose time requires approval.

6. To the left of each employee are review options. The first icon will take you directly to the employee's timesheet.

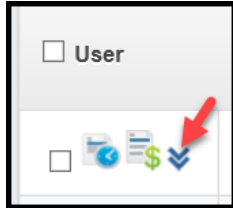


Actions Semi-Monthly 07/17/2017 - 07/30/2017 (15) TOTAL + 80:00 PAID + 80:00 Cancel All Changes Save

Expand All Collapse All

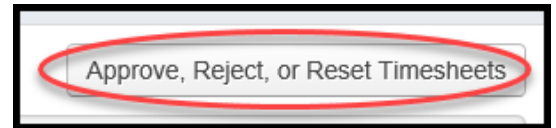
MON July 17, 2017 Total + 08:00 Paid + 08:00

7. The arrow icon will show the totals for each day in the selected pay period below the employee line item.



Date	Location Details	Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
07/17/2017	PAYROLL DEPARTMENT PAYROLL ASST - 2450 - 260	08:00	08:00	00:00	08:00	00:00	Submitted

8. Once you have reviewed the entered time select "Approve, Reject or Reset Timesheets" in the top center of the screen.



9. Next, use the "Action" drop down menu to select how you would like to move forward.

Timesheet Status

Action:

Comment:

10. When rejecting time a rejection reason is required.

Timesheet Status

Action:

Reason:

Comment:

11. You can then enter a comment if desired.

12. Finally, select the "I certify..." checkbox and select "Submit".

Timesheet Status

Action: Approve Selected

Comments:

I certify that these timesheets are a true statement of the hours recorded in the period indicated.

Cancel Submit

13. Payroll will then review the submitted time, pay any additional time and overtime, and apply any comp time earned to employee leave balances.