

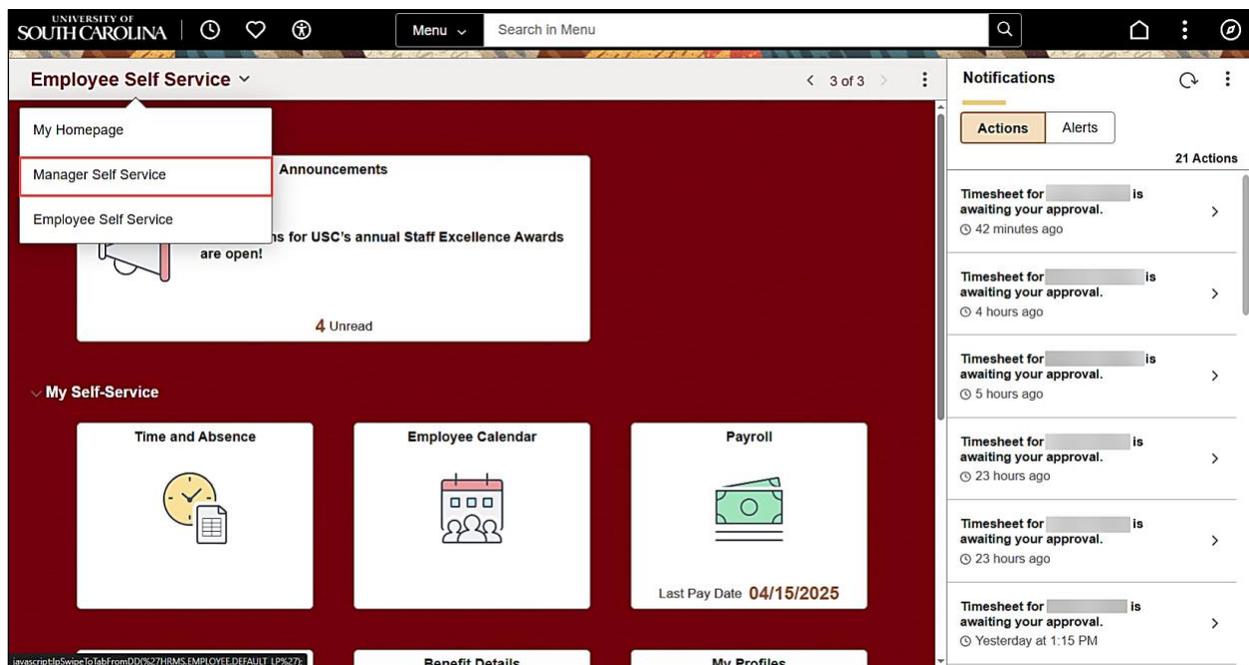


**Office of the Controller
Time and Labor - MSS
Approve a Timesheet**

How to approve a timesheet: This job aid outlines how a manager can approve a timesheet. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop down arrow and select **Manager Self Service** from the list.



Step 2: Click the **Time and Absence Workcenter** tile.

Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries, and reports.

Step 3: Click the **Reported Time** link.

Step 4: Click an employee row to view the timesheet to be approved.

The screenshot shows the 'Time and Labor WorkCenter' interface. On the left is a navigation sidebar with sections: 'Scope' (My Scope), 'My Work', 'Exceptions' (Allowable Exception, Fix Exception), 'My Approvals' (Approvals, Reported Time (16), Absence Request (3), Cancel Absence), 'Links', and 'Approve Multiple Absences' (Approve Multiple Absence Requests). The main area is titled 'Reported Time' and shows 'Pending Approvals'. A table lists 16 rows of reported time entries. The first row is highlighted with a red border. The table columns are: 'Reported Time' (with a bar chart), 'Quantity for Approval' (with a date range), and 'Routed' (with a date and a chevron icon).

Reported Time	Quantity for Approval	Routed
[Bar Chart]	Quantity for Approval 9.00 Hours 04/08/2025 - 04/10/2025	Routed 04/10/2025 >
[Bar Chart]	Quantity for Approval 11.30 Hours 04/07/2025 - 04/11/2025	Routed 04/11/2025 >
[Bar Chart]	Quantity for Approval 38.75 Hours 04/07/2025 - 04/11/2025	Routed 04/11/2025 >
[Bar Chart]	Quantity for Approval 37.50 Hours 04/07/2025 - 04/11/2025	Routed 04/11/2025 >
[Bar Chart]	Quantity for Approval 40.00 Hours 04/07/2025 - 04/11/2025	Routed 04/11/2025 >
[Bar Chart]	Quantity for Approval 38.00 Hours 04/07/2025 - 04/11/2025	Routed 04/11/2025 >
[Bar Chart]	Quantity for Approval 27.00 Hours 04/08/2025 - 04/11/2025	Routed 04/11/2025 >
[Bar Chart]	Quantity for Approval 38.51 Hours 04/07/2025 - 04/11/2025	Routed 04/11/2025 >
[Bar Chart]	Quantity for Approval 17.71 Hours 04/06/2025 - 04/12/2025	Routed 04/12/2025 >

Step 5: On the Reported Time page, begin by reviewing the employee's Summary and Reported Time Details.

Step 6: To approve the reported time, select each day and then click the **Approve** button.

Approvers can take one of the following three actions by clicking the associated button:

- **Approve:** The reported time is approved.
- **Deny:** The reported time has been denied. Enter an appropriate comment notifying the employee of the reason for denial.
- **Push Back (needs rework):** The request is neither approved nor denied. You need additional information, or the request requires correction. Enter an appropriate comment to notify employee of the reason and specify any additional information needed.

If a request is to be denied or pushed back it will need to be selected separately to take the appropriate action.

The screenshot shows the 'Time and Labor WorkCenter' interface. The main content area is titled 'Reported Time' and includes a 'Pending Approvals' header. Below this, there is a section for 'Undergraduate Work Study' with an 'Approve' button highlighted in a red box, along with 'Deny' and 'Pushback' buttons. A message indicates '2 line(s) are pending your approval'. The 'Summary' section shows the time period '04/08/2025 - 04/10/2025' and various quantities for approval, scheduled, submitted, approved, and denied. The 'Reported Time Details' section is expanded, showing a table with 2 rows of data. The 'Approve' button and the first two rows of the table are highlighted with red boxes.

Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date
<input checked="" type="checkbox"/>	04/08/2025	REGHR - Regular Hours	5.23 Hours	5.23 Hours / 0.00 Hours
<input checked="" type="checkbox"/>	04/10/2025	REGHR - Regular Hours	3.77 Hours	3.77 Hours / 0.00 Hours

Step 7: Enter any comments as needed and click the **Submit** button to confirm you would like to approve the time selected.

The screenshot shows the 'Time and Labor WorkCenter' interface. A modal dialog box titled 'Approve' is open, prompting the user to approve a request. The dialog includes a 'Cancel' button, a 'Submit' button (highlighted in red), and a text input field labeled 'Approver Comments'. The background interface shows a 'Reported Time' section with a table of entries. The table has the following data:

Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date
<input checked="" type="checkbox"/>	04/08/2025	REGHR - Regular Hours	5.23 Hours	5.23 Hours / 0.00 Hours
<input checked="" type="checkbox"/>	04/10/2025	REGHR - Regular Hours	3.77 Hours	3.77 Hours / 0.00 Hours

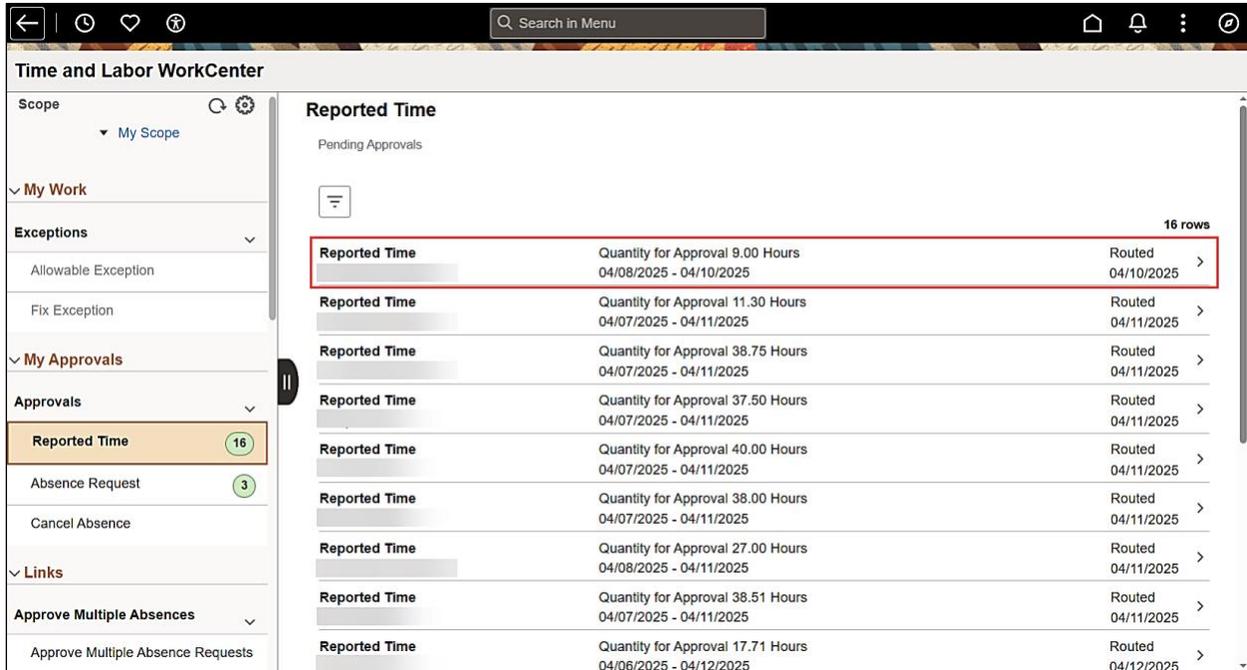
Once the timesheet has been approved, a message appears at the top of the screen indicating that the request is approved.

This will take you back to the Reported Time page.

The screenshot shows the 'Time and Labor WorkCenter' interface after the approval. A green confirmation message 'You have approved the request.' is displayed at the top. The background shows a list of reported time entries. The list has the following data:

Reported Time	Quantity for Approval	Status
04/07/2025 - 04/11/2025	11.30 Hours	Routed 04/11/2025
04/07/2025 - 04/11/2025	38.75 Hours	Routed 04/11/2025
04/07/2025 - 04/11/2025	37.50 Hours	Routed 04/11/2025
04/07/2025 - 04/11/2025	40.00 Hours	Routed 04/11/2025
04/07/2025 - 04/11/2025	38.00 Hours	Routed 04/11/2025
04/08/2025 - 04/11/2025	27.00 Hours	Routed 04/11/2025
04/07/2025 - 04/11/2025	38.51 Hours	Routed 04/11/2025
04/06/2025 - 04/12/2025	17.71 Hours	Routed 04/12/2025
04/28/2025 - 05/01/2025	20.00 Hours	Routed 04/29/2025
04/28/2025 - 05/01/2025	20.00 Hours	Routed 04/29/2025
04/28/2025 - 05/01/2025	40.00 Hours	Routed

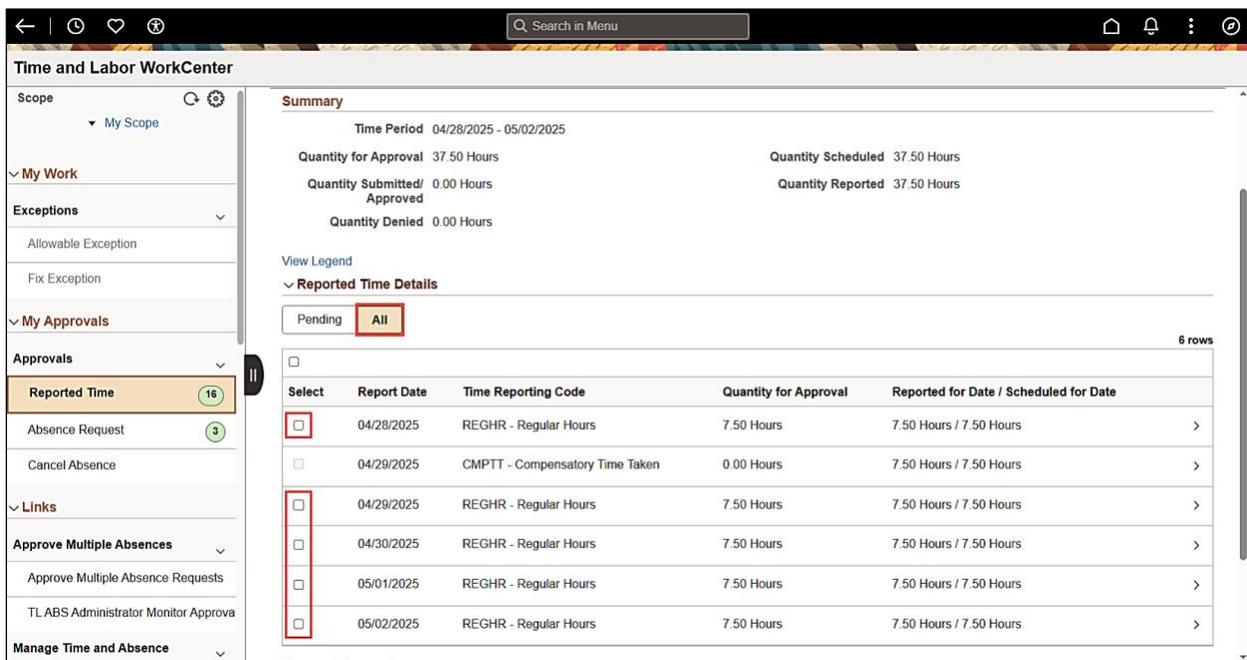
Step 8: Click an employee row to review the timesheet to be approved.



Step 9: On the Reported Time page, begin by reviewing the employee’s Summary and Reported Time Details.

Step 10: To see all time reported within the time period, click the **All** tab.

Notice that the CMPTT – Compensatory Time Taken reported time has already been approved as indicated by the 0.00 hours in the Quantity for Approval column and it cannot be selected.



Step 11: To approve the reported time, select each day and then click the **Approve** button.

Approvers can take one of the following three actions by clicking the associated button:

- **Approve:** The reported time is approved.
- **Deny:** The reported time has been denied. Enter an appropriate comment notifying the employee of the reason for denial.
- **Push Back (needs rework):** The request is neither approved nor denied. You need additional information, or the request requires correction. Enter an appropriate comment to notify employee of the reason and specify any additional information needed.

If a request is to be denied or pushed back it will need to be selected separately to take the appropriate action.

Time and Labor WorkCenter

Scope: My Scope

Reported Time

Pending Approvals > Header

Graphics Manager II

Approve Deny Pushback

Summary

Time Period: 04/28/2025 - 05/02/2025

Quantity for Approval: 37.50 Hours Quantity Scheduled: 37.50 Hours

Quantity Submitted/Approved: 0.00 Hours Quantity Reported: 37.50 Hours

Quantity Denied: 0.00 Hours

View Legend

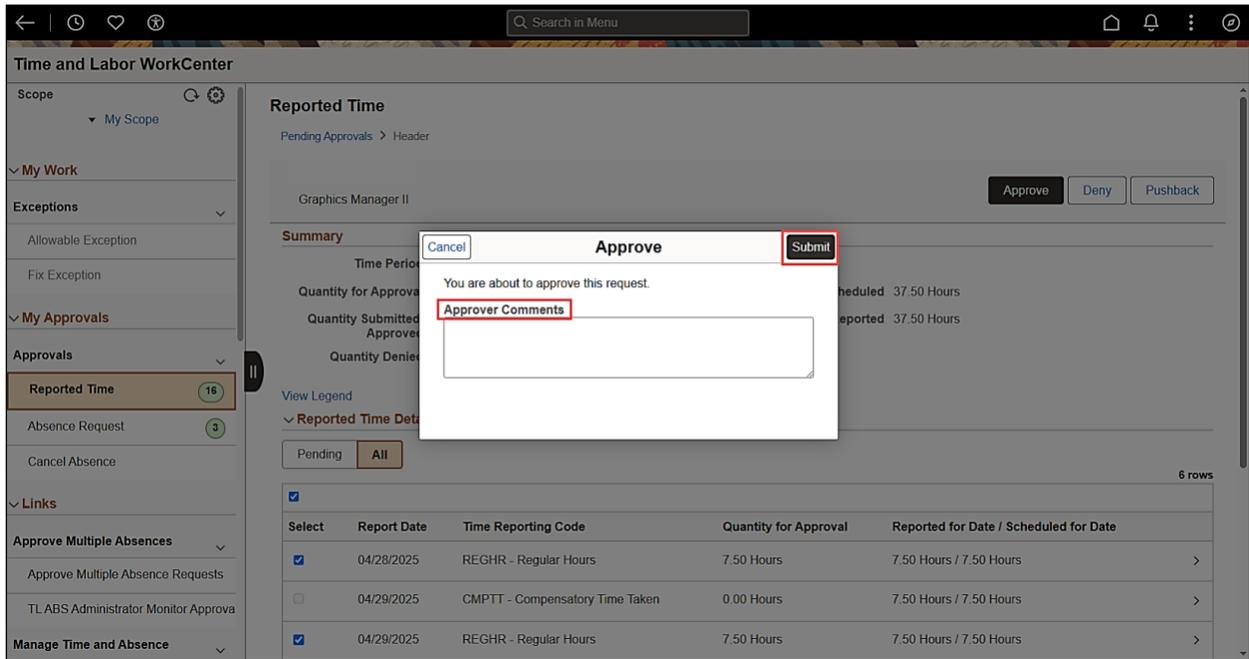
Reported Time Details

Pending All

Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date
<input checked="" type="checkbox"/>	04/28/2025	REGHR - Regular Hours	7.50 Hours	7.50 Hours / 7.50 Hours
<input type="checkbox"/>	04/29/2025	CMPTT - Compensatory Time Taken	0.00 Hours	7.50 Hours / 7.50 Hours
<input checked="" type="checkbox"/>	04/29/2025	REGHR - Regular Hours	7.50 Hours	7.50 Hours / 7.50 Hours

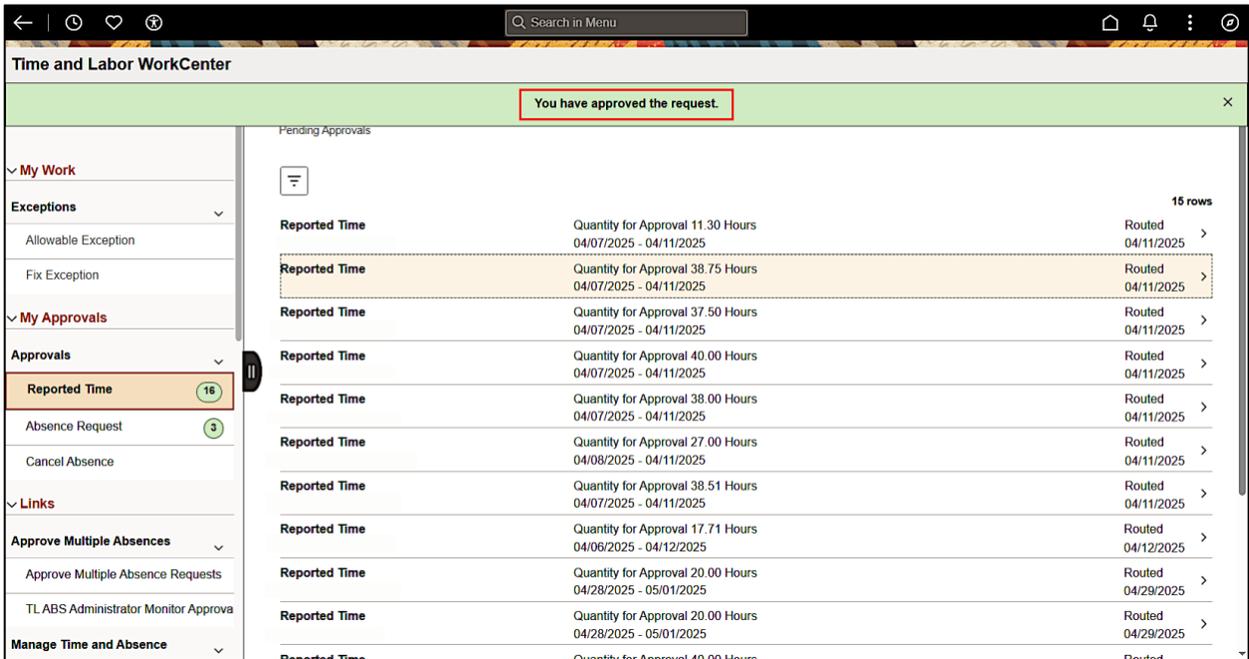
6 rows

Step 12: Enter any comments as needed and click the **Submit** button to confirm you would like to approve the time selected.



Once the timesheet has been approved, a message appears at the top of the screen indicating that the request is approved.

This will take you back to the Reported Time page.



Step 13: Use the Filter button to narrow down the reported time to be approved.

The screenshot shows the 'Time and Labor WorkCenter' interface. On the left, there is a navigation menu with sections like 'My Work', 'My Approvals', and 'Links'. The 'Reported Time' section under 'My Approvals' is highlighted. The main area displays a list of 'Reported Time' entries, each with a 'Quantity for Approval' and a 'Routed' status. A filter button (a square with a downward arrow) is highlighted with a red box in the top left of the list area.

Step 14: You can narrow down the search by the Requester, From, or Date Period drop down menus. Click the **Filter** button to then filter the results.

This screenshot shows the same 'Time and Labor WorkCenter' interface, but with a 'Filters' dialog box open over the 'Reported Time' list. The dialog box has a 'Type' dropdown set to 'Reported Time'. It contains three dropdown menus labeled 'Requester', 'From', and 'Date Period', each highlighted with a red box. There are 'Cancel' and 'Filter' buttons at the top of the dialog, and a 'Reset' button at the bottom. The background list of 'Reported Time' entries is dimmed.

To learn how to adjust or edit a timesheet, please view the job aid titled **Enter/Adjust Time on a Timesheet**.

You successfully learned how to approve a timesheet.