

## **Mobile: Approving Timesheets**

Managers, Timekeepers, HR Managers and Business Officers can approve hours for individual employees or for an entire group with UD WorkForce Mobile.

Time slices with red exceptions need attention first. Employees will not be paid for the time slice impacted if it is not fixed. You can open and edit time sheets to correct any exception.

1. To approve employee time, select **Approve Timesheets** from the **Employees Menu** screen.

<ul> <li>Employee Timesheets</li> <li>Employee Schedules</li> <li>Approve Timesheets</li> <li>Employee Bank Balances</li> <li>Manage Time Off</li> <li>Group Clock</li> <li>Help</li> </ul>		
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2. The **Approvals** window appears. Choose the employee group you want to approve.

Menu	
Hermione Granger's Manag	3 >
Hermione Granger's Manag	7 >
Hermione Granger's Manag	4 >

3. View an employee's timesheet by clicking anywhere on the row for the employee.

Groups		
01/26/2020 - 02/08/2020		
<b>Lovegood, Luna</b> Magizoologist-Study of Magical Creatures-UD_HOURLY (0)	23.58	>
<b>Lovegood, Luna</b> Student-Hogwarts School of Witchraft and Wizardry- UD_HOURLY (1)	8.21	>
Weasley, Ginevra	18.60	>

There are TWO ways to approve employee timesheets:

- 4. FIRST way is to approve individually:
  - a. Select an employee.
    - i. View the employee's exception messages by selecting **Messages**
    - ii. View their time sheet by selecting View Timesheet,
    - iii. View approval history by selecting History

List		
Info	Message	s History
	L	ovegood, Luna
		View Timesheet
Pe	eriod B	01/26/2020
Pe	eriod End	02/08/2020
Re	egular	23.58
Pr	emiu	0.00
Al	osence	0.00
То	otal Ho	0.00
Reje	ect Appr	ove

b. Click Approve.

c. This takes you to the **Approvals** screen. The green circleindicates that the timesheet has been approved.

01/26/2020 - 02/08/2020		
<ul> <li>Lovegood, Luna</li> <li>Magizoologist-Study of Magical Creatures-UD_HOURLY (0)</li> </ul>	23.58	>
<b>Lovegood, Luna</b> Student-Hogwarts School of Witchraft and Wizardry- UD_HOURLY (1)	8.21	>
Weasley, Ginevra	18.60	>

- 5. SECOND way is to approve all timesheets in group:
  - a. If all timesheets have been reviewed and are ready for approval, click Edit from the Approvals screen.

Groups Approvals	Ec	lit
01/26/2020 - 02/08/2020		
Lovegood, Luna Magizoologist-Study of Magical Creatures-UD_HOURLY (0) Regular Hours: 18.73Premium Hours: 5.58Absence Hours: 2.33Total Hours: 29.65	23.58	>
Lovegood, Luna Student-Hogwarts School of Witchraft and Wizardry- UD_HOURLY (1)	8.21	>
Weasley, Ginevra	18.60	>

- b. Click the checkmark in the top left-hand corner to add a check to all employee timesheets in the group.
- c. Click Approve.

03/0	8/2020 - 03/21/2020		
	Lovegood, Luna		
	Magizoologist-Study of		
	Magical Creatures-		
	UD_HOURLY (0)	23 58	
	Regular Hours:	20.00	
	18.73Premium Hours:		
	5.58Absence Hours:		
	2.33Total Hours: 29.65		
	Lovegood, Luna		
	Student-Hogwarts School of	8.21	
<b>S</b>	Witchraft and Wizardry-		
	UD_HOURLY (1)		
0	Weasley, Ginevra	18.60	
	ndraw	Approve (3	

- 6. An approval can also be withdrawn
  - a. Click the timesheet that has already been approved.
  - b. Click Withdraw.

