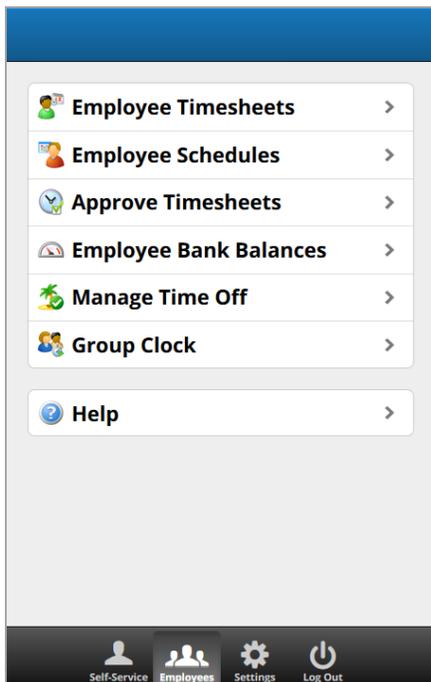


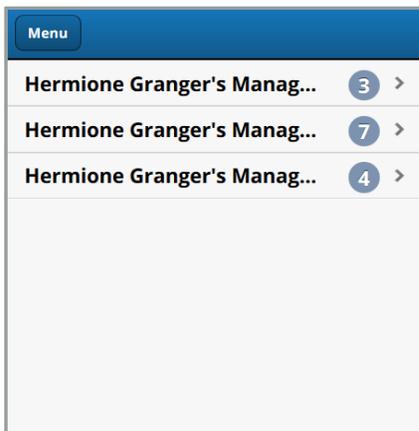
Managers, Timekeepers, HR Managers and Business Officers can approve hours for individual employees or for an entire group with UD WorkForce Mobile.

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.

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



- The **Approvals** window appears. Choose the employee group you want to approve.



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

Groups		Edit
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 Witchcraft and Wizardry-UD_HOURLY (1)	8.21 >
<b>Weasley, Ginevra</b>		18.60 >

There are TWO ways to approve employee timesheets:

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

List	
Info	Messages History
Lovegood, Luna	
<b>View Timesheet</b>	
Period B...	01/26/2020
Period End	02/08/2020
Regular ...	23.58
Premiu...	0.00
Absence ...	0.00
Total Ho...	0.00
<b>Reject</b>	<b>Approve</b>

- Click **Approve**.

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



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



- 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.



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 An approval can also be withdrawn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

