

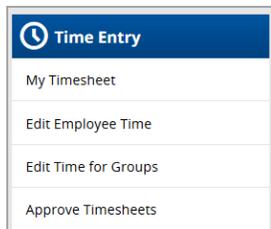
Approving Employee Timesheets

Managers, Timekeepers, HR Managers and Business Officers can approve hours for individual employees or for an entire group. When reviewing employee hours, always check for exception messages on an employee's timesheet.

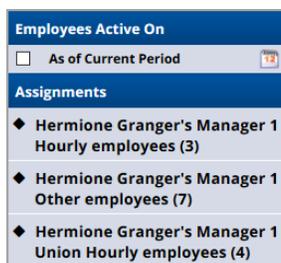
Time slices with red exceptions will not be paid and should be fixed before approving the timesheet. You can choose to:

- Open and edit timesheet to correct the problem causing an exception
- Approve the timesheets (even *with errors*), and later amend those timesheets with errors once you have a resolution to the problems

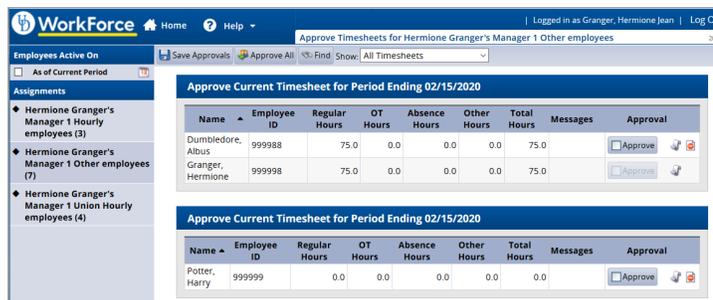
1. To approve employee time, select **Approve Timesheets** from **Home Screen**.



2. From **Assignments**, select the group you want to review.



3. The **Approve Current Timesheets** window appears with the names of the employees in the group.



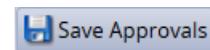
4. You can view an employee's timesheet by clicking anywhere on the row for the employee.
 - a. The timesheet will open in a pop-up window that allows you to review, edit, and fix exceptions.
 - b. If you made changes, save the timesheet before closing it.
5. There are two ways to approve employee timesheets

First way is to approve individually:

- a. Click the **Approve** button in the **Approval** column.
- b. The button will change to a green check mark.

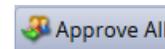


- c. To finalize this approval, click the **Save Approvals** button.



Second way is to approve all the timesheets in the group:

- a. If all timesheets have been reviewed and are ready for approval, click the **Approve All** button.



- b. The **Approve** buttons will all change to a green check mark.



- c. To finalize these approvals, click the **Save Approvals** button.



TIP: If all timesheets are not ready to be approved:

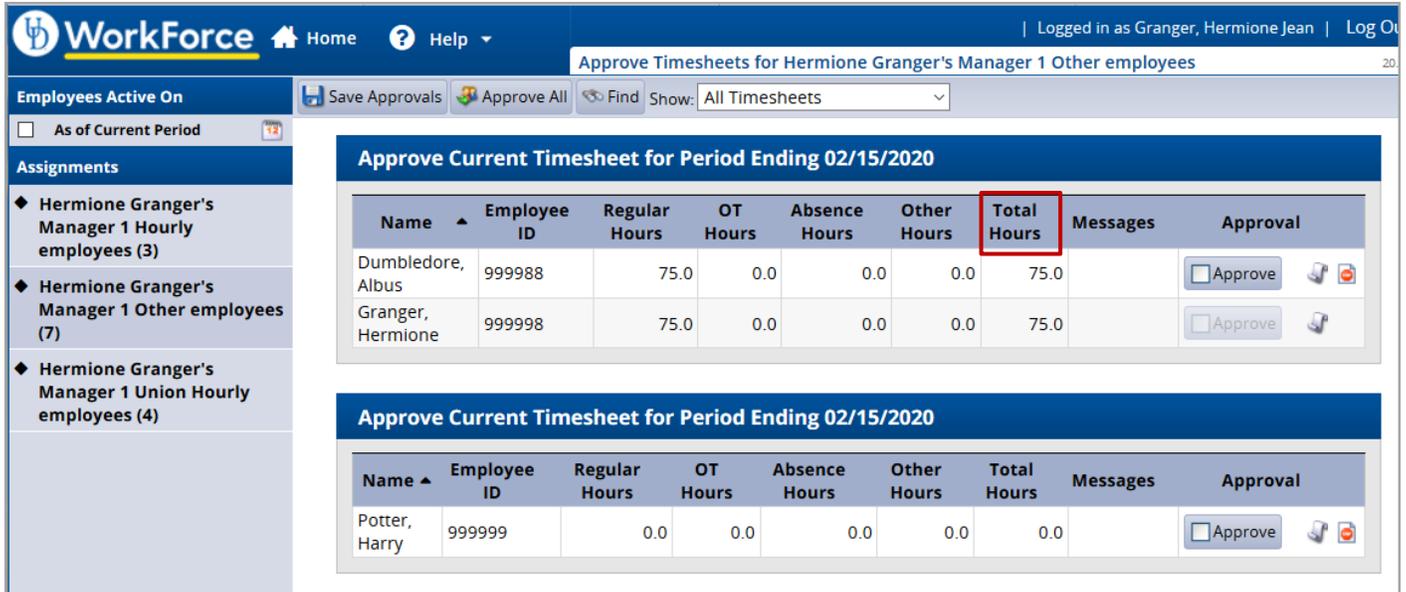
- Click the **Approve** button for those that are ready for approval
- Click **Save Approvals** button

Note: If employees access their timesheets for the current work period, a note appears saying the hours have been approved. They will not be able clock in/out, submit TORS or enter time (AFSCME 3472 or Non-Exempt) for that work period.

Approval Tip

All of the headers are sortable – the default sort is employee name in alpha order.

- If you double click on the “**Total Hours**” header, anyone who has hours will be brought to the top.
- Once sorted, you will see all employees by greatest total hours to least



The screenshot shows the WorkForce interface for approving timesheets. The main content area displays two tables for the period ending 02/15/2020. The first table, titled "Approve Current Timesheet for Period Ending 02/15/2020", lists employees Dumbledore, Albus and Granger, Hermione. The second table, also titled "Approve Current Timesheet for Period Ending 02/15/2020", lists Potter, Harry. In both tables, the "Total Hours" column header is highlighted with a red box. The interface includes a navigation bar with "Home" and "Help" links, and a sidebar with "Employees Active On" and "Assignments" sections.

Name	Employee ID	Regular Hours	OT Hours	Absence Hours	Other Hours	Total Hours	Messages	Approval
Dumbledore, Albus	999988	75.0	0.0	0.0	0.0	75.0		<input type="checkbox"/> Approve
Granger, Hermione	999998	75.0	0.0	0.0	0.0	75.0		<input type="checkbox"/> Approve

Name	Employee ID	Regular Hours	OT Hours	Absence Hours	Other Hours	Total Hours	Messages	Approval
Potter, Harry	999999	0.0	0.0	0.0	0.0	0.0		<input type="checkbox"/> Approve

(You can do this for each header – so if you wanted a quick glance to see if anyone had OT or Exceptions, you could sort by that header.)