



# Approving Timesheets & Requests (Supervisor)

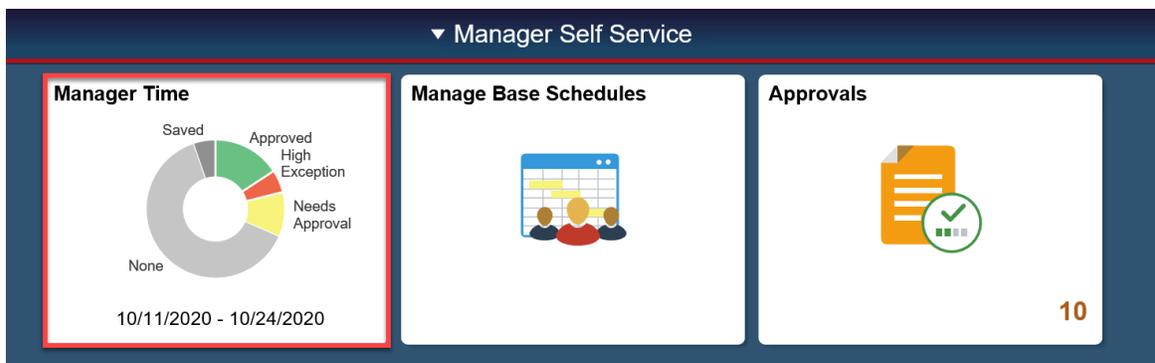
Follow this job aid to learn how to approve employee timesheets and requests in HR Links. The following topics are covered.

- Approve Employee Timesheets (submitted by the employee)
- Approve Absence and Additional Time Requests (submitted by the employee)
- Approving Timesheets and Requests (created by the supervisor on behalf of the employee)

## Approve Employee Timesheets

(Submitted by the Employee)

1. Timesheet approval status is indicated on the **Manager Time** tile's pie chart. Select the **Manager time** tile on the Manager Self Service homepage to view the list of employees.



2. To view only the employees who have timesheets that require approval, choose the Requires Approval checkbox. Employees who have hours to be approved will be displayed.

Select the employee's timesheet you want to approve.



FILTER BY:

FIRST NAME	LAST NAME	EMPLOYEE ID		SEARCH
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Requires Approval <input type="checkbox"/> Current Pay Period	<input type="button" value="SEARCH"/>

**Dean Brennan** Director, Service Delivery Div ID: 00000025

Oct 11 - Oct 24, 2020	<b>80.0</b> Hours Reported	<b>80.0</b> Hours To Be Approved	>
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**Keely Moore** Deputy Director of Operations ID: 00000737

Oct 11 - Oct 24, 2020 🕒	<b>80.0</b> Hours Reported	<b>80.0</b> Hours To Be Approved	>
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3. The timesheet status is Needs Approval. Click the **Approve** button.

**Dean Brennan** ID: 00000025 **PAY PERIOD** 10/11/2020

[View Details >](#)

Time Reporting Code	Total Hours	Edit	Labor Code	Total Hours	Edit	Total/Scheduled:
72.0 Regular			A 76.0 01020803			80.0/80.0
8.0 Holiday			B 4.0 03020803			

Timesheet Status: **Needs Approval**  
Payroll status: **Not Sent**

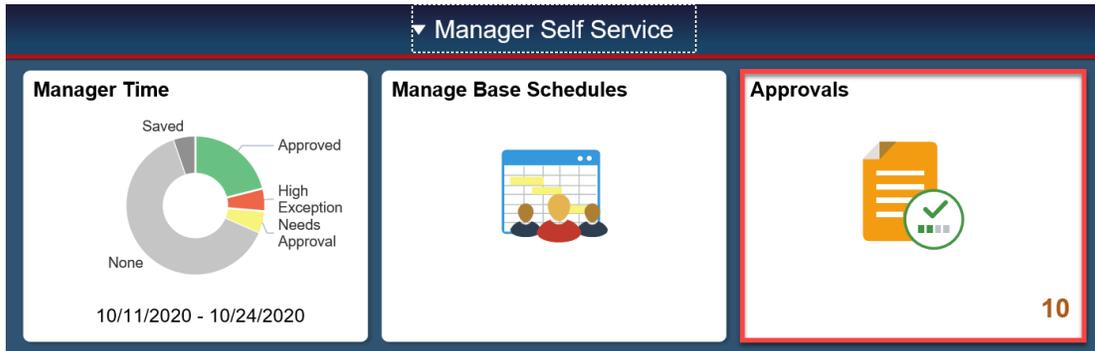
The **Timesheet Status** will change to **Approved**.

Timesheet Status: **Approved**

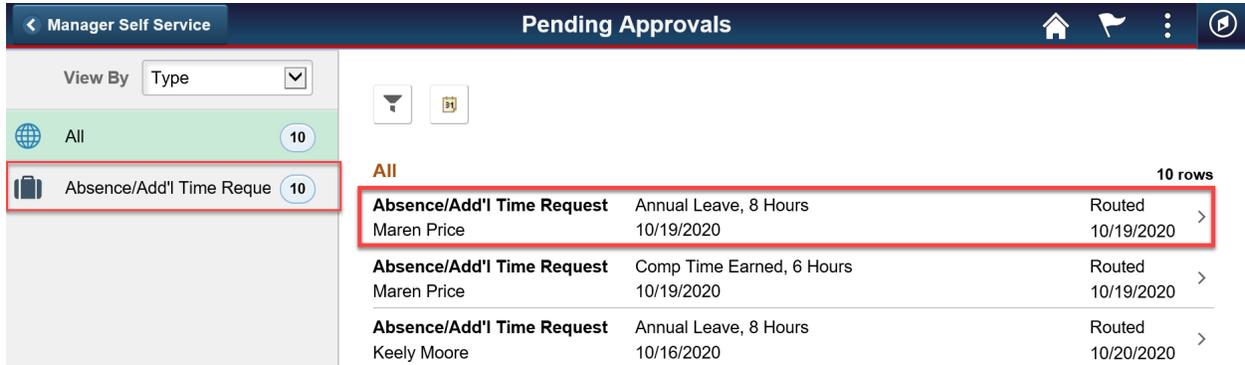
## Approve Employee Requests

(submitted by the employee)

1. The **Approvals** tile on the **Manager Self Service** homepage displays the number of approvals needed. Select the **Approvals** tile to display the items needing approval.



2. The **Pending Approvals** list is displayed. On the left side of the list, the types of documents needing approval is shown. Select a **Request** that you want to approve.



- a. To approve the request, select the **Approve** button.



The **Approve** dialog is displayed. Enter optional **Approver Comments**. Select the **Submit** button.

**Cancel** **Approve** **Submit**

You are about to approve this request.

**Approver Comments**

b. To deny the request, select the **Deny** button.

← Pending Approvals **Absence/Add'l Time Request** Home Flag More Profile

 **Maren Price**  
Lead Budget Analyst

**Approve** **Deny** **Pushback**

The **Deny** dialog is displayed. Enter optional **Approver Comments**. Select the **Submit** button.

**Cancel** **Deny** **Submit**

You are about to deny this request.

**Approver Comments**

c. To pushback the request, select the **Pushback** button.

← Pending Approvals **Absence/Add'l Time Request** Home Flag More Profile

 **Maren Price**  
Lead Budget Analyst

**Approve** **Deny** **Pushback**

The **Pushback** dialog is displayed. Enter optional **Approver Comments**. Select the **Submit** button.



**Pushback**

You are about to pushback this request.

Approver Comments

## Approving Timesheets and Requests

(created by the supervisor on behalf of the employee)

**Timesheets** created by the supervisor can be approved as the last step of creating them. See the Timesheets and Requests (supervisors) job aid for complete instructions. To approve the Timesheet, select the **Approve** button.

**Keely Moore** ID: 00000737 PAY PERIOD: 10/11/2020    
[View Details >](#)

Time Reporting Code	Total Hours	Edit	Labor Code	Total Hours	Edit
64.0 Regular : 032-Fed Disaster Relief-F...			A 72.0 01020803		
8.0 Annual Leave					
8.0 Holiday					

Total/Scheduled: **80.0/80.0**

Timesheet Status: **Needs Approval**

Payroll status: **Not Sent**

**Requests** are automatically approved when the supervisor submits them.



## Questions?

Check out our [complete library](#) of job aids, videos, and training courses! You can search based on your role ([employee](#), [supervisor](#), [timekeeper](#)) or by topic ([time and leave](#), [telework](#), [benefits](#), [performance](#)).

If you still have questions, contact the following:

- **Issues with Single Sign On (SSO):** GSA IT Service Desk at 866-450-5250 or [ITServiceDesk@gsa.gov](mailto:ITServiceDesk@gsa.gov)
- **Time and Attendance:** [your Timekeeper or Time Administrator](#)
- **Benefits:** the [Benefits and Retirement Center](#)
- **Performance Management:** the [HR performance team](#)
- **Need a new labor code in HR Links:** Contact your [regional Labor Admin](#)
- **All other HR Questions contact your servicing HR Office:**
  - [PBS HR Service Center](#)
  - [FAS HR Service Center](#)
  - [Staff Office HR Service Center](#)
  - [Executive Resources HR Service Center](#)