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.
3. The timesheet status is Needs Approval. Click the **Approve** button.

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

```
Manager Time
Saved
Approved
High Exception Needs Approval
None
10/11/2020 - 10/24/2020

Manager Self Service

Approvals

10
```

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.

```
Manager Self Service

Pending Approvals

View By: Type

All 10

Absence/Add'l Time Request 10

Absence/Add'l Time Request
Maren Price
Annual Leave, 8 Hours
10/19/2020
Routed 10/19/2020

Absence/Add'l Time Request
Maren Price
Comp Time Earned, 6 Hours
10/19/2020
Routed 10/19/2020

Absence/Add'l Time Request
Keely Moore
Annual Leave, 8 Hours
10/16/2020
Routed 10/20/2020

Pending Approvals

Absence/Add'l Time Request

Maren Price
Lead Budget Analyst

Approve Deny Pushback

The Approve dialog is displayed. Enter optional Approver Comments. Select the Submit button.
```
b. To deny the request, select the **Deny** button.

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

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

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

**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
- **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