Create & Approve Timesheets (Time Administrators)

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Create a Timesheet for an Employee (as Time Administrator)

1. From the Employee Self Service home page, select the drop-down at the top of the screen, and choose **Time Administration**.
   a. Follow these instructions to add the Time Administration page/tile to your homepage.

2. Select the **Time Administration** tile.

   a. It might take a moment for the Time Administration page to load.
3. HR Links will default to the **Report Employee Time** tab. From there, choose the employee whose timesheet you want to create.

4. The current pay period will appear. Select the **Apply Schedule** button to populate the timesheet with the employee's base schedule.
5. If absences or overtime from the Absence/OT tab have been added, make the necessary changes to the timesheet to ensure there are no exceptions.
   a. In the image below, the base schedule has been applied to the pay period. However, you need to account for two days (7/23 and 7/24) of annual leave. The highlighted work hours must be deleted.

   ![Timesheet Image]

   b. Additional rows can be added for labor or task codes by clicking the plus sign (+) on the right side of the timesheet. (Alternatively, click the minus sign (-) to delete a row.)

6. Once completed, select Submit to process the timesheet.

   ![Time Administration Image]
7. Review the attestation message, and choose the **Yes** button.

![Image of attestation message]

- **Once Approved the status cannot be reverted back. (20020,20)**
- **By clicking Yes, you are certifying that all reported time was worked and approved according to law and regulation.**
- **Select Yes to confirm and complete the status change. No to return to the page without updating the status.**
- **Yes**
- **No**

8. You will return to the timesheet and see that the Reported Time Status section shows **Needs Approval** as the reported status.

9. You have successfully created the timesheet. You (as the time administrator) can now **approve it.** Read the following section to learn how to approve the timesheet.

![Image of timesheet with reported status]

**Reported Time Status** section highlights the timesheets needing approval.
Approve a Timesheet (as Time Administrator)

Learn how to run a report to see which timesheets have not been sent and need to be approved by reviewing the How to Run Reports (Time Administrators) job aid.

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2. Select the Time Administration tile.
   a. It might take a moment for the Time Administration page to load.
3. HR Links will default to the **Report Employee Time** tab. From there, choose the employee whose timesheet you want to approve.

![Timesheet Administration Interface]

   a. Review the timesheet to ensure that regular hours are removed from the days where an absence is requested.

4. Click the **Submit** button to ensure there are no exceptions that need to be addressed.
5. Go to the Absence/OT tab.

6. From the Absence/OT tab, choose the Select All button. A check mark will appear at the beginning of each row.
7. Go to the **Reported Time Status** tab.

8. On the Reported Time Status tab, choose the **Select All** button.
9. Select the **Approve** button, which will approve items on both the Absence/OT tab and the Reported Time Status tab.

10. Review the attestation message, and choose the **Yes** button.

11. You will receive an approval confirmation message. Select **OK**.
12. The timesheet submissions will appear as **Approved** in the Reported Time Status tab. The timesheet has been approved for processing. No further action is needed at this time.