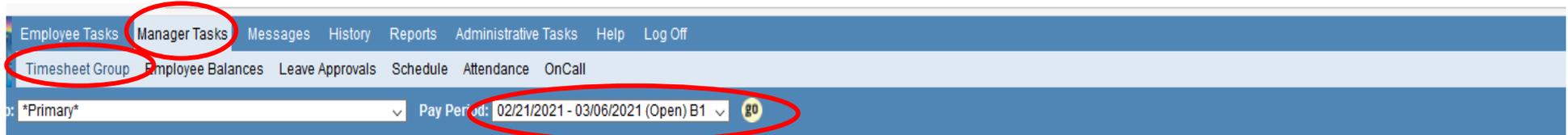# Monthly Timesheet Approval for Career (Hourly) Staff

David Skibo, Business Services Director

How Supervisors Approve Employee's Recorded Time Off

- Click on Manager Tasks
- Click on Timesheet Groups
- In the Pay Period drop down make sure to **select the B1 dates**. M1 is only for the Career (Salary) employees.
- Click on the employees name to review and verify time submitted. (Do not just approve it.)

- Click on the day and date to view hours submitted.
- Confirm hours are correct and if the employee works across multiple teams select the appropriate FAU to charge the time to.
- Make sure to click on the save button before moving onto the next date.

Show Pay Period Details

Hours	Sun 02/21	Mon 02/22	Tue 02/23	Wed 02/24	Thu 02/25	Fri 02/26	Sat 02/27	Sun 02/28	Mon 03/01	Tue 03/02	Wed 03/03	Thu 03/04	Fri 03/05	Sat 03/06	Total
Input Summary															Hide
Normal Hours Worked			4.50				4.50						5.25	8.25	22.50
Totals:	0.00	0.00	4.50	0.00	0.00	0.00	4.50	0.00	0.00	0.00	0.00	0.00	5.25	8.25	22.50
Comp. Time Elections															
Comp Time	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	
Paid Summary															
Regular Time (REG)			4.50				4.50						5.25	8.25	22.50

Tuesday 02/23/21

Override Scheduled Shift

In: [ ] [ ] Out: [ ] [ ] Meal: 0 Duration: 0.00 ☐ Not Scheduled   Save Delete

Scheduled Shift					Actual Time Clock Hours				
Shift	In	Out	Meal	Duration	Location In/Out	In	Out	Meal	Duration
NO SCHEDULED SHIFT					NO TIME CLOCK INFORMATION				

☐ Exclude CDP			Meal Break (min)	Worked Hours on Tuesday 02/23/21				Extra Unschd	Over night	Message	Delete	Show Exceptions
Time In/Out	Hours	Minutes		Title Code/ Pay Code	Project/ Enterprise Project	Full Acct Unit/ Shift						
Time In: 14 30 / Time Out: 19 00	4	30	0	<Title Code> / Normal Hours Worked	<Project> / <Enterprise Project>	<Full Acct Unit>		☐	☐		☐	
						<Full Acct Unit>						
Time In: / Time Out:	0	00	0	<Title Code> / <Pay Code>	<Project> / <Enterprise Project>	4-401042-61196-AHE-010000- -1- -2X- - -02-LAFIN-						
						4-401042-61196-CTC-010000- -1- -2X- - -02-LAFIN-						
Time In: / Time Out:	0	00	0	<Title Code> / <Pay Code>	<Project> / <Enterprise Project>	4-401042-61196-EMT-010000- -1- -2X- - -02-LAFIN-						
						4-401042-61196-PM-010000- -1- -2X- - -02-LAFIN-						
Total:	4	30				Press the button to the right to delete checked items						Delete

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- After final review click on Approve and then Submit.
- A check mark will appear indicating timesheet is approved for processing.
- If you need to make changes click on the UnApprove and Submit.

Hours Summary for 02/21/2021 - 03/06/2021

Timesheet Group	Employee Name Number/Cost Center/Barg.Unit	Prod	Non Prod	Total Hours	Time On Call	Overtime or Premium	Overused or Disallowed	Late Time	Complete	Notes	Errors/Warnings	Approved	Action
EMERG-SKIBO Processed PP-Full Access-Holidays	DICKEY II,JOHN NEAL 004234830, EMERG, 99									;	;		☐ Approve
	Press the button to the right to approve/unapprove all checked items												Submit

Displaying All Timesheets

Hours Summary for 02/21/2021 - 03/06/2021

Timesheet Group	Employee Name Number/Cost Center/Barg.Unit	Prod	Non Prod	Total Hours	Time On Call	Overtime or Premium	Overused or Disallowed	Late Time	Complete	Notes	Errors/Warnings	Approved	Action
EMERG-SKIBO Processed PP-Full Access-Holidays	DICKEY II,JOHN NEAL 004234830, EMERG, 99									;	;	✓	☐ UnApprove
	Press the button to the right to approve/unapprove all checked items												Submit

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