



Monthly Timesheet Approval for Career (Salary) 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 M1 dates**. B1 is only for the Bi-Weekly employees.
- Click on the employees name to review and verify time off submitted. Do not just approve it.

Employee Task **Manager Tasks** Messages History Log Off Help

Timesheet Group Employee Balances Leave Approvals Schedule Attendance OnCall

EMERG LEASICK* - Full Access Pay Period: 07/01/2018 - 07/31/2018 (Open) M1 go

07/15/2018 - 07/20/2018 (Open) B1

07/01/2018 - 07/31/2018 (Open) M1

07/29/2018 - 08/11/2018 (Open) B1

08/01/2018 - 08/31/2018 (Open) M1

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Displaying All Timesheets

Hours Summary for 07/01/2018 - 07/31/2018

Employee Name	Vacation Leave	Sick Leave	Overused Leave	Other Paid Leave	Other Unpaid Leave	Complete	Notes	# Messages	Approved	Action
CHANG,FAN,JENNY 700917583	24.00						:	:		<input type="checkbox"/> Approve
DAVIS,HEATHER MICHOLENE 102885620							:	:		<input type="checkbox"/> Approve
FLICK,SUZETTE CABIBIL 702631994							:	:		<input type="checkbox"/> Approve
MACCURDY,JAMES R 400682736							:	:		<input type="checkbox"/> Approve
NEWBY,MARIANNE LOUISE 203350235							:	:		<input type="checkbox"/> Approve
RILEY,EVELYN A 303060179							:	:		<input type="checkbox"/> Approve
SKIBO,DAVID A 003155796	16.00					✓	:	:		

Press the button to the right to approve/unapprove all checked items

Submit

How Supervisors Approve Employee's Recorded Time Off (Approving Time Off)

- Verify the time off submitted. If there are no corrections click on the check mark icon on the top right to approve.

Filter: No Filter

Last Name: [[<< Previous Employee](#)] Employee 1 of 7 [[Next Employee >>](#)]

CHANG FAN, JENNY (700917583) (Not Approved, Not Completed)
 Timesheet Group: EMERG-LEGASSICK Home Department: EMERG
 Duration: 8 hrs.

Pay Period Summary 07/01/2018 - 07/31/2018		Hide	
Hours Type	Duration		
	Input	Calculated	
Vacation / PTO (REG)	24.00	24.00	
Totals:	24.00	24.00	

[Add Multiple Entries](#)

Pay Period Details 07/01/2018 - 07/31/2018						Add Row
Date (mm/dd/yyyy)	Hours Type	Duration	Message	Audit	Delete	
07/02/2018	Vacation	8.00		View	<input type="checkbox"/>	
07/03/2018	Vacation	8.00		View	<input type="checkbox"/>	
07/05/2018	Vacation	8.00		View	<input type="checkbox"/>	

Press the button to the right to delete all checked items

Approving Time Off

- Employees time off will appear as approved on the Display All Timesheet page.

Displaying All Timesheets
Hours Summary for 07/01/2018 - 07/31/2018

Employee Name	Vacation Leave	Sick Leave	Overused Leave	Other Paid Leave	Other Unpaid Leave	Complete	Notes	# Messages	Approved	Action
CHANG FAN, JENNY 700917583	24.00					✓	;	;	✓	<input type="checkbox"/> UnApprove
DAVIS, HEATHER MICHOLENE 102885620							;	;		<input type="checkbox"/> Approve
FLICK, SUZETTE CABIBIL 702631994							;	;		<input type="checkbox"/> Approve
MACCURDY, JAMES R 400682736							;	;		<input type="checkbox"/> Approve
NEWBY, MARIANNE LOUISE 203350235							;	;		<input type="checkbox"/> Approve
RILEY, EVELYN A 303060179							;	;		<input type="checkbox"/> Approve
SKIBO, DAVID A 003155796	16.00					✓	;	;		
Press the button to the right to approve/unapprove all checked items										<input type="button" value="Submit"/>