



Approving Timesheets

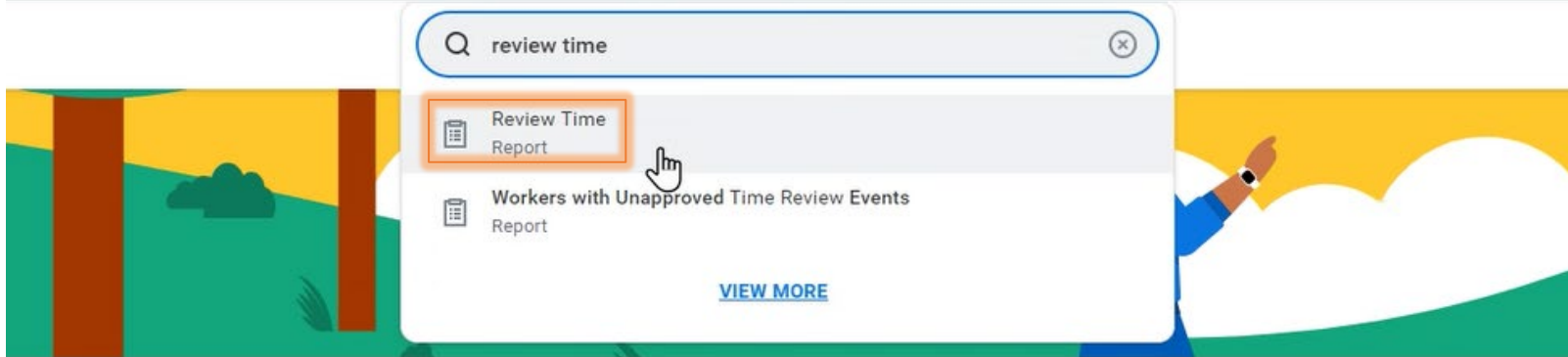
Action: Managers

Approving Timesheets

This is the manager approval process of timesheets.

This is expected to be completed by Wednesday each week.

Type *Review Time* and select



Afternoon, On Behalf of:

It's Thursday, March 21, 2024

My Action

...

Self Evaluation: 2023 Mid Year Performance Appraisal_RLHICA:

My Tasks - 8 day(s) ago

DUE 03/20/2024

Manager Evaluation: 2023 Annual Performance Appraisal_RLHICA (OLD)
(On Leave)

My Tasks - 3 month(s) ago

Important Dates

You have no important dates coming

[Go to Team Calendar](#)

Your Top Apps

Add all info below and click OK

Time and Scheduling Hub

- Overview
- Review and Approve Time**
- Edit and Approve Time
- Direct Reports
- Operational Analytics
- Team Absence Calendar

Review Time

Date: * 03/21/2024

Review my direct reports only: **Make sure this is selected**

Workers: (empty)

Worker Type: × Employee

Employee Type:

Show: * All Workers
 Workers with Hours to Approve
 Workers with Unsubmitted Hours

Pay Rate Type:

Job Exempt Status: * All Workers
 Exempt
 Non-Exempt

OK Cancel

You can choose any date of the time period.

Select all workers

Review all columns, if correct, check boxes and approve

Review Time

Aug 14 – 20, 2023

Previous Period

Next Period

> Search Criteria

NOTE: You can't approve unsubmitted hours.

2

All Workers

1

Workers with Submitted Time

Workers with No Time Entered

Workers with Unsubmitted Time

Workers with Alerts

Workers with Incomplete Time Entries

Time Period Summary 2 Items

1 selected

<input type="checkbox"/>	Worker Name	Totals			Breakdown						Scheduled Weekly Hours
		Unsubmitted Time	Submitted Time	Approved Time	Total Hours	Regular Hours	Overtime Hours	Doubletime Hours	Holiday Hours	Paid Time Off	
<input checked="" type="checkbox"/>		0	40	0	0	40	0	0	0	0	40
<input type="checkbox"/>		0	0	40	0	40	0	0	0	0	40

Here is where you can see what time period you are approving. You can also change pay period you are viewing.

Ensure time is accurate for **all boxes** before selecting.

Approve

This will approve any employees that are selected

Yellow flag

A yellow flag means there's an action that needs to be taken. Hover over the yellow flag to see what the action is required.



Approving time- Review and select *Done*

You have approved time for 1 worker(s): 03/18/2024 - 03/24/2024

Do Another

Review Time

Time Not Approved

These are the people whose time has not been approved.

Worker Name	Job Title	Unsubmitted Hours	Time Off Hours	Reason
No items available.				

Time Approved

These are the people who have time approved.

Worker Name	Job Title	Approved Hours	Hours Breakdown					Scheduled Weekly Hours	
			Total Hours	Regular Hours	Overtime Hours	Doubletime Hours	Holiday Hours		Paid Time Off
	Document Control Specialist	40	40	40	0	0	0	0	40

Done


This will take you back to the Review Time page.



Employee Missing Time

These are the steps for adding time if an employee is missing time on their timesheet.

Employee is missing time on timesheet

MENU 

Time and Scheduling Hub

- Overview
- Review and Approve Time**
- Edit and Approve Time
- Direct Reports
- Operational Analytics
- Team Absence Calendar

Review Time

Mar 18 – 24, 2024

Previous Period Next Period

> Search Criteria

NOTE: You can't approve unsubmitted hours.

18 All Workers
Workers with Submitted Time

18 Workers with No Time Entered
Workers with Unsubmitted Time

Workers with Alerts
Workers with Inc

Time Period Summary 18 items

<input type="checkbox"/>	Worker Name	Totals			Breakdown						Scl
		Unsubmitted Time	Submitted Time	Approved Time	Total Hours	Regular Hours	Overtime Hours	Doubletime Hours	Holiday Hours	Paid Time Off	
<input type="checkbox"/>		0	0	0	0	0	0	0	0	0	0
<input type="checkbox"/>		0	0	0	0	0	0	0	0	0	0
<input type="checkbox"/>		0	0	0	0	0	0	0	0	0	0
<input type="checkbox"/>		0	0	0	0	0	0	0	0	0	0

Select name of employee missing time.

Enter time for worker

Time Entries

Date Range Mar 18 – 24, 2024

Job Title Customer Service Rep

View Absence Balances

You can see PTO
balance here if
needed

Daily Totals

Monday	0
Tuesday	0
Wednesday	0
Thursday	0
Friday	0
Saturday	0
Sunday	0

Period Totals

Regular Hours	0
Holiday Hours	0
Overtime Hours	0
Double Time Hours	0
Time Off Hours	0
Unscheduled PTO Hours	0
Unpaid Hours	0
Total Hours	0
Scheduled Weekly Hours	40

Enter time
here

Enter Time for Worker

Calendar view will show

Enter Time

Today < > Mar 18 - 24, 2024 Week Actions

	Mon, 3/18 Hours: 0	Tue, 3/19 Hours: 0	Wed, 3/20 Hours: 0	Thu, 3/21 Hours: 0	Fri, 3/22 Hours: 0	Sat, 3/23 Hours: 0	Sun, 3/24 Hours: 0
				Pay date 02/26/2024 - 03/10/2024		Time Period End 03/11/2024 - 03/24/2024	
7 AM							
8 AM							
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							
3 PM							
4 PM							

Click anywhere in the day you need to add time.

Fill out necessary information *

Enter Time

03/20/2024

Time Type *

In *

Out *

Out Reason

Hours * 0 → This will auto populate

Details

Override Rate

Location

Cost Center

Comment

Cancel

Clocking will show in calendar view

