Supervisor Approval Process

Select the 'Approve or Acknowledge Time' you want to approve time for and choose 'Select'.

Time Sheet/Leave Request/Proxy

Determine the action you want to take and click the rad
Select.

Selection Criteria

	My Choice
Access my Time Sheet:	○
Access my Leave Report:	○
Access my Leave Request:	○
Approve or Acknowledge Time:	◉
Approve All Departments:	☐
Act as Proxy:	Self ∨
Act as Superuser:	☐

Select

The first section is for 'Time Sheet', where you will select the appropriate pay period to approve Non-Exempt time.

The second section is for 'Leave Request', where you will select the appropriate pay period to approve Exempt and Non-Exempt leave request(s).

Note: Exempt leave will automatically deduct from the employee's leave accrual when that Payroll period is run. Non-exempt leave requests are for informational purposes only; leave time must be entered on the time sheet. If an exempt leave request is approved, and not taken, it must be reversed by Payroll, otherwise the hours will be deducted from your leave bank.

You can also choose your sort order for how you want them to appear on the next screen.

Hit 'Select' .

Selection

Time Sheet

Department and Description	My Choice	Pay Period
A, 6050, HUMAN RESOURCES DEVELOPMENT	⦿	BW, 06/12/2017 to 06/25/2017 ⌄

Leave Request

Department and Description	My Choice	Pay Period
A, 6050, HUMAN RESOURCES DEVELOPMENT	○	SM, 07/16/2017 to 07/31/2017 ⌄

Sort Order

	My Choice
Sort employees' records by Status then by Name:	⦿
Sort employees' records by Name:	○

Select

To review and approve time, click on the blue name.

COA: A, University of Hartford
Department: 6050, HUMAN RESOURCES DEVELOPMENT
Pay Period: 06/12/2017 to 06/25/2017
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until 06/26/2017, 04:00 PM

[Change Selection] [Select All, Approve or FYI] [Reset] [Save]

Pending

ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
16899322	Lindsay McKeegan 999161 - 00 Mgr, HR Services and Programs	Approve	41.00	.00		☐	☐		Change Time Record Leave Balance

Not Started

ID	Name, Position and Title	Other Information
14226886	Tina J Berrien 999341 - 00 HR Service Partner	
16545995	Denise K Limberger 999339 - 00 HR Support Specialist	
12800968	Dianne Silliman 999342 - 00 HR Service Partner	
19421672	Venice Sterling 999340 - 00 HR Service Partner	

The employee's detailed timesheet will show. At this point, the supervisor can make changes to the timesheet, make comments, or return the time sheet for corrections. If the timesheet is correct, click 'Approve'. The timesheet is now complete and no further changes can be made by either the employee or the supervisor.

Employee Detailed Information

To select the next or previous employee (if applicable), click either **Next** or **Previous**.

Employee ID and Name:	16545995 Denise K Limberger	**Department and Description:**	A 6050 HUMAN RESOURCES DEVELOPMENT
Title:	999339-00 HR Support Specialist	**Transaction Status:**	Pending

[Previous Menu] [Approve] [Return for Correction] [Change Record] [Delete] [Add Comment] [Next]

Comments | Routing Queue | Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Monday , 06/12/2017	Tuesday , 06/13/2017	Wednesday, 06/14/2017	Thursday , 06/15/2017	Friday , 06/16/2017	Saturday , 06/17/2017	Sunday , 06/18/2017	Monday , 06/19/2017	Tuesday , 06/20/2017	Wednesday, 06/21/2017	Thursday , 06/22/2017	Friday , 06/23/2017	Saturday , 06/24/2017	Sunday , 06/25/20
Regular Pay	1		63			7	7	7	7			7	7	7	7	7		
Vacation Non-Exempt	1		7		7													
Total Hours:			70		7	7	7	7	7			7	7	7	7	7		
Total Units:				0														

Time In and Out

Earnings	Monday , 06/12/2017	Tuesday , 06/13/2017	Wednesday, 06/14/2017	Thursday , 06/15/2017	Friday , 06/16/2017	Saturday , 06/17/2017	Sunday , 06/18/2017	Monday , 06/19/2017	Tuesday , 06/20/2017	Wednesday, 06/21/2017	Thursday , 06/22/2017	Friday , 06/23/2017	Saturday , 06/24/2017	Sunday , 06/25/2017
Regular Pay		07:30AM 12:00PM 01:00PM 03:30PM	07:30AM 12:00PM 01:00PM 03:30PM	07:30AM 12:00PM 01:00PM 03:30PM	07:30AM 12:00PM 01:00PM 03:30PM			07:30AM 12:00PM 01:00PM 03:30PM	07:30AM 12:00PM 01:00PM 03:30PM	07:30AM 12:00PM 01:00PM 03:30PM	07:30AM 12:00PM 01:00PM 03:30PM	07:30AM 12:00PM 01:00PM 03:30PM		
Vacation Non-Exempt	08:00AM 03:00PM													

Comments

Date	Made by	Confidential	Comments
06/21/2017 11:41	Laura Whitney	No	FYI I changed your hours to reflect a vacation day.
06/21/2017 11:33	Denise K Limberger	No	Time Sheet Returned

Routing Queue

Name	Action and Date
Denise K Limberger	Originated 06/21/2017 11:28
Denise K Limberger	Submitted 06/21/2017 11:34
Jennifer A Conley (Mandatory)	Pending

NOTE: We encourage supervisors to return time sheets for correction, rather than correct them. There may be instances where time does not allow for the sheet to be returned and submitted, and the supervisor has to make changes. Be sure to enter a comment so the employee knows the change was made.

Comments

Enter a comment in the text area below. If this comment is Confidential, be sure to check the indicator.

Employee: Denise K Limberger, 16545995
Pay Period: 06/12/2017 to 06/25/2017

Made By:	Laura Whitney
Comment Date:	06/21/2017
Confidential Indicator:	☐
Enter or Edit Comment:	FYI I changed your hours to reflect a vacation day.

[Save] [Previous Menu]

Made By: Denise K Limberger
Comment Date: 06/21/2017
Comment is not Confidential
Comment: Time Sheet Returned

Once the time sheet has been approved, the employee will see this message:

⚠ Your time sheet was submitted successfully.
🛑 Submit not allowed.

Time Sheet
Title and Number: Mgr, HR Services and Programs -- 999161-00
Department and Number: HUMAN RESOURCES DEVELOPMENT -- 6050
Time Sheet Period: 06/12/2017 to 06/25/2017
Submit By Date: 06/26/2017 by 11:00 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday 06/12/2017	Tuesday 06/13/2017	Wednesday 06/14/2017	Thursday 06/15/2017	Friday 06/16/2017	Saturday 06/17/2017	Sunday 06/18/2017
Regular Pay	1	0	40		8	8	8	8	8	Enter Hours	Enter Hours
Overtime 1.5	1	0	1		Enter Hours	Enter Hours	Enter Hours	Enter Hours	1	Enter Hours	Enter Hours
Vacation Non-Exempt	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Non-Exempt	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Non-Exempt	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty Non-Exempt	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
University Closing Base	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Call Back Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			41		8	8	8	8	9	0	0
Total Units:				0	0	0	0	0	0	0	0

[Position Selection] [Comments] [Preview] [Next]

Submitted for Approval By: You on 06/21/2017
Approved By: Jennifer Conley on 06/21/2017
Waiting for Approval From: