



HUMAN RESOURCES

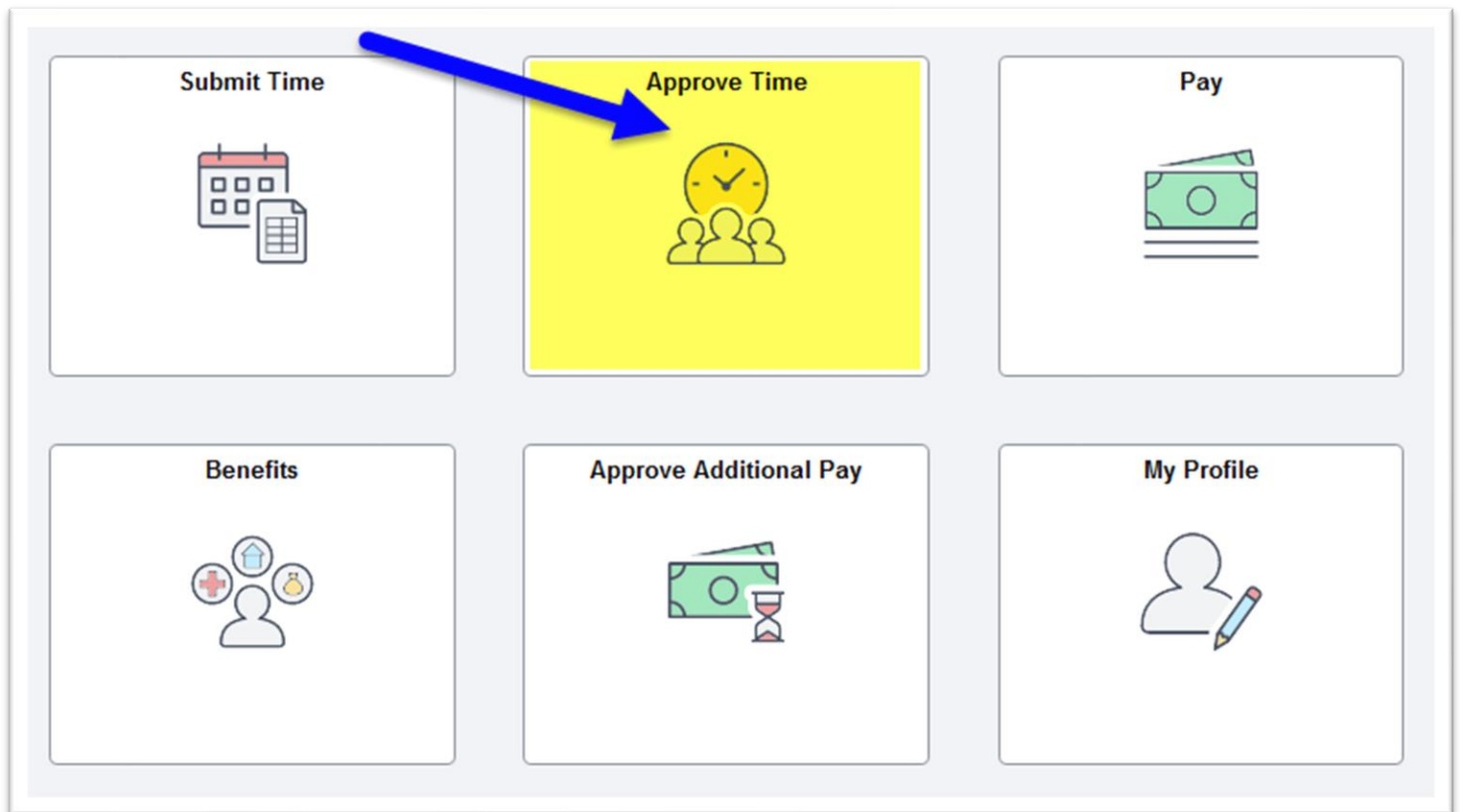
Illinois State University

How to Approve Time for Employees

This tutorial will be helpful for managers/supervisors who need to:

- 1) Submit time for employees
- 2) Approve time for employees
- 3) Submit or edit reported time on employees' behalf (including FMLA)

To navigate to your summary of employee timesheets, click on the TILE "Approve Time" from your Employee page:



You will now see a **Timesheet Summary** window similar to the one illustrated below:

Report Time _____
Timesheet Summary

Employee Selection

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Workgroup	<input type="text"/>

Below the Timesheet Summary, you will see a **Change View** window similar to the following:

Change View

*View By

Date

Show Schedule Information

[Previous Period](#) [Next Period](#)

- You can add or change any of the settings in the Employee Selection Criteria or the Change View windows, as needed.
- To save the settings for the Employee Selection Criteria, click **Save Criteria**.
- After applying any new settings, click **Get Employees**
- Now, each time you navigate to this window, your criteria settings will be applied.
- You can use the **Clear Criteria** button to remove any previous criteria settings.
- When no settings are applied, all the employees who report directly to you AND/OR are part of a backup approver list will be listed.
- Make sure **Date** is for correct pay period

Once you have applied your settings, if any, you will see your list of employees in the window similar to the one below:

Change View

*View By

Date

Show Schedule Information

[Previous Period](#) [Next Period](#)

Employees For _____, Totals From 06/16/2018 - 06/30/2018 Personalize | Find | 1 of 1

Time Summary | Demographics

Last Name▲	First Name▲	Employee ID	Empl Record	Job Title	Reported Hours▲	Hours to be Approved	Scheduled Hours	Hours Approved or Submitted
Last Name			0		0.000000	0.000000	0.000000	0.000000

Now, click on employee's name to open their timesheet so you can proceed with the time approving process.

Approve time for employees: [\(return to top\)](#)

- 1) Click **Select All** at the bottom of the screen for any time that needs approval (*or select individual checkboxes, if desired*)
- 2) Click **Approve** (*Click OK for confirmation of approval*)

From Friday 07/01/2022 to Friday 07/15/2022 ⓘ

Fri 7/1	Sat 7/2	Sun 7/3	Mon 7/4	Tue 7/5	Wed 7/6	Thu 7/7	Fri 7/8	Sat 7/9	Sun 7/10	Mon 7/11	Tue 7/12	Wed 7/13	Thu 7/14	Fri 7/15	Total	Time Reporting Code
7.50			8.00	8.00	8.50	6.25	9.00								39.25	1REG - Regular - Shift 1 - Overtime
			7.50												7.50	HOL - Holiday Time

Reported Time Status

1-6 of 6 ▾

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
<input checked="" type="checkbox"/>	07/01/2022	<input type="text" value="Needs Approval"/>	7.50	1REG	Regular - Shift 1 - Overtime	0.00	
<input checked="" type="checkbox"/>	07/04/2022	<input type="text" value="Needs Approval"/>	7.50	HOL	Holiday Time	0.00	
<input checked="" type="checkbox"/>	07/05/2022	<input type="text" value="Needs Approval"/>	8.00	1REG	Regular - Shift 1 - Overtime	0.00	
<input checked="" type="checkbox"/>	07/06/2022	<input type="text" value="Needs Approval"/>	8.50	1REG	Regular - Shift 1 - Overtime	0.00	
<input checked="" type="checkbox"/>	07/07/2022	<input type="text" value="Needs Approval"/>	6.25	1REG	Regular - Shift 1 - Overtime	0.00	
<input checked="" type="checkbox"/>	07/08/2022	<input type="text" value="Needs Approval"/>	9.00	1REG	Regular - Shift 1 - Overtime	0.00	

Approval

➔

Other things to note when submitting your time for approval:

- ✓ You are responsible for reporting time for those on an FMLA or extended medical leaves
- ✓ Once reported time has been approved, that reported time will not need to be submitted again.
- ✓ Double-check the Dates on the timesheets to be sure you are reporting and/approving time on the correct pay period.
- ✓ Employees will sometimes change their reported time after it has been approved and not inform their supervisor. This could be an explanation if you received any unapproved timesheet reminders of timesheets that were already approved.
- ✓ Reported time that is pre-populated is initially in “Saved” Reported Status and is not payable...only time that has been both submitted and approved is payable
- ✓ Timesheets are due at the end of the pay period by the employee to give the manager time to review and approve the reported time (pay periods end on the 15th and last day of each month)
- ✓ For more information on time approving deadlines, refer to Payroll’s calendar page (<https://payroll.illinoisstate.edu/calendar>).

Contact information:

- ✓ For more information on submitting your time, please contact Human Resources at **438-8311**
- ✓ If you are having access issues, please contact **438-4357**