How to Approve Time

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

1) Approve time
2) Submit or edit reported time on employee’s behalf (including FMLA)

Navigation to employee(s) timesheets:

1) Click on Main Menu on your home page
2) Click on Manager Self Service
3) Click on Time Management
4) Click on Report Time
5) Click on Timesheet

You will now see a Timesheet Summary window similar to the one illustrated below:
Below the Timesheet Summary, you will see a **Change View** window similar to the following:

- 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 employee(s) timesheets in the window below the **Change View** window:

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

**Approve time:**  (return to top)

1) Make sure **Date** is for the correct pay period *(type in correct Date, select Date from calendar drop-down, or use Previous Period or Next Period links, if necessary)*
2) Enter/change time under the appropriate date headings, as needed
3) Make sure the correct **Time Reporting Code** (TRC) is listed in the drop-down(s) *(Click here to view more information on how to use TRCs for employees and supervisors)*
4) If reported time has changed or is new, click the **Submit** button *(otherwise, proceed to step 6)
5) Click **OK** for confirmation of submittal, if necessary

6) Click **Select All** at the bottom of the screen for any time that needs approval (*or select individual checkboxes, if desired*)

7) Click **Approve**

8) Click **OK** for confirmation of approval

***Repeat steps 1-8 for each employee’s timesheet***

Other things to note when approving and/or submitting time for employees:

- You, as a manager/supervisor, are responsible for reporting time for those on an FMLA or extended medical leaves
- Double-check the Dates on the timesheets to be sure you are reporting and/approving time on the correct pay period
- Once reported time has been approved, that reported time will not need to be submitted again
- 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 supervisor 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 our Human Resources home page ([http://hr.illinoisstate.edu/](http://hr.illinoisstate.edu/)). A full calendar of deadlines is also available in the same location.

Contact information:

- For more information on submitting your time, please contact Human Resources at **438-8870**
- If you are having access issues, please contact **438-4357**