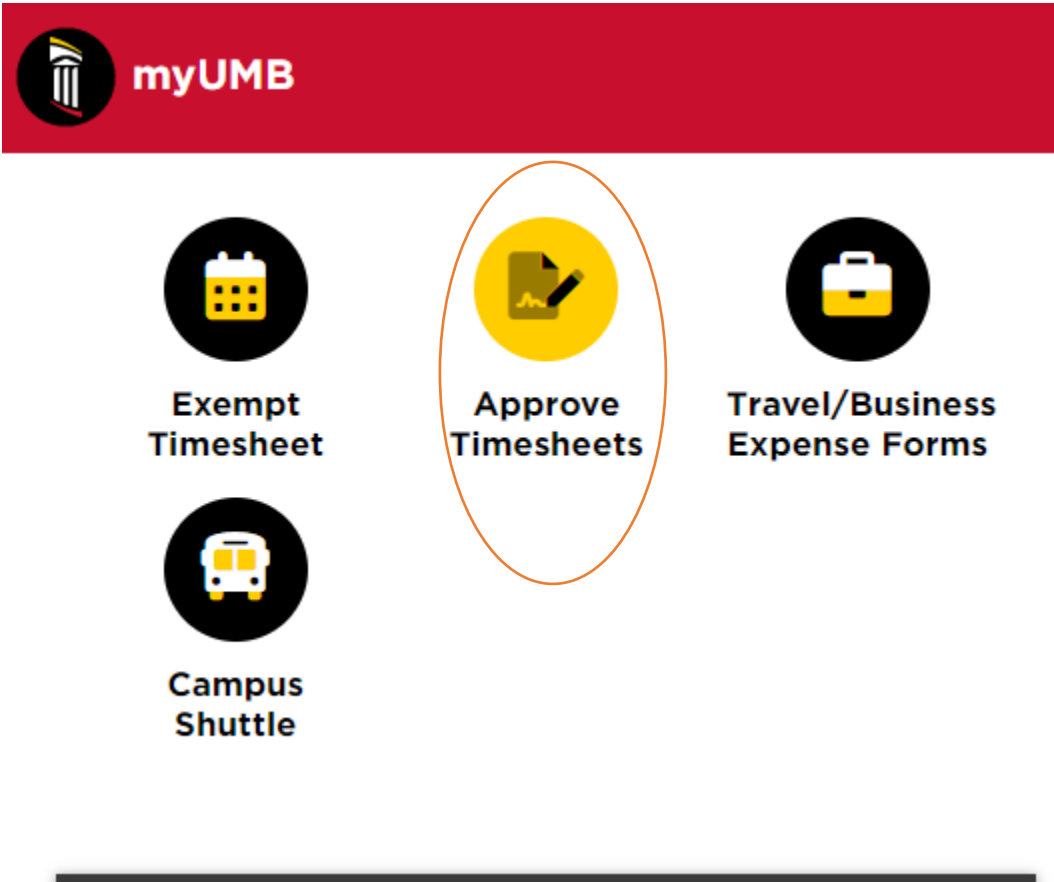


Approving Timesheets- For Supervisors

- Approved Federal Work Study Supervisors will access the student's timesheet in the same place Exempt employees access their timesheets. Please click on **"Approve Timesheets."** Listed under "Time to Approve."



- Under **"Approve Timesheets"** you will then use the **"Fetch"** bottom to view all submitted timesheets for students who are set up under you as their supervisor.

Current Time Approval Pay Period is: 23-08 [09/25/2022 to 10/08/2022]

Search Criteria

Department: Empl ID: Empl Group: Supervisor: Thru Pay End Date: Thru Pay Period:

Sort Order: Employee Name Employee ID DeptId Primary Supervisor

Employee with Not Submitted / Rejected Time

Employee Name	Empl ID	#	Pay Period	Empl Group	Timesheet Status	Corr?	Pay Period Total	TRC Total	TRC	Description	Details	Primary Supervisor	Dept ID	Start Date	End Date
Personalize Find View All First 1-4 of 4 Last															

- Please use the **“Detail”** feature to view their time reported to ensure they worked the listed hours and that they do not exceed 10 hours per day or 20 total hours per week.
- You will review all eligible students with a Timesheet Status of **“Submitted”**

Current Time Approval Pay Period is: 23-08 [09/25/2022 to 10/08/2022]

Search Criteria

Department: Empl ID: Empl Group: Supervisor: Thru Pay End Date: Not-Submitted Recycled Submitted - Pending-SPRV-APRVL

Sort Order: Employee Name Employee ID DeptID Primary Supervisor

Fetch

Employee with Not Submitted / Rejected Time

Employee Name	Empl ID	#	Pay Period	Empl Group	Timesheet Status	Corr?	Pay Period Total	TRC Total	TRC	Description	Details	Primary Supervisor	Dept ID	Start Date	End Date
[REDACTED]		1	23-09	NEX	Submitted	N	24.75	24.75	RGH	Regular Hourly	Details				
[REDACTED]		0	23-09	NEX	Submitted	N	23.00	23.00	RGH	Regular Hourly	Details				

- To approve, you should close the detail page and then, if accurate, check the box under **“Approve”** and then Save.

Fetch Display Combo Codes / Override Reason Code?

Employee Time to Approve

Employee Name	Empl ID	#	Pay Period	Empl Group	Timesheet Status	Corr?	Pay Period Total	Approve	Recycle	Comments	TRC Total	TRC	Description	Combo Code?	Ovrd Rsn?	Warn/Errors	Details	APVR Role	Primary Supervisor	Dept ID	Start Date	End Date
		0						<input type="checkbox"/>	<input type="checkbox"/>	Comments						Warn/Errors	Details					

- If you needed to recycle/return the timesheet back to the student without approving, you would check the box under **“Recycle”** and then Save. This feature is used when the student needs to amend their time before you approve if you notice a discrepancy.

Fetch Display Combo Codes / Override Reason Code?

Employee Time to Approve

Employee Name	Empl ID	#	Pay Period	Empl Group	Timesheet Status	Corr?	Pay Period Total	Approve	Recycle	Comments	TRC Total	TRC	Description	Combo Code?	Ovrd Rsn?	Warn/Errors	Details	APVR Role	Primary Supervisor	Dept ID	Start Date	End Date
		0						<input type="checkbox"/>	<input type="checkbox"/>	Comments						Warn/Errors	Details					