Approve Employee Time

Overview
This guide will detail how to Approve Employee Timesheets. Please contact Payroll Services at 509-963-2221 with questions or for additional assistance.

Approving Employee Timesheets

1) Open a browser and go to www.cwu.edu.
2) Log into MyCWU.
3) Click the Time and Attendance WorkCenter tab and wait for the Payable Time Approvals pagelet to load.

Note: If an employee’s payable time does not appear for approval, check the employee’s timesheet to ensure time has been submitted and processed:
   - Employee Time Detail on the left > Timesheet

*You may also access the Approvals Folder and Payable Time (see notes below)

4) Click Get Employees.
5) Timesheets for your direct reports will appear for the timeframe indicated in the Change View area.
6) Click on the employee’s last name link to view that employee’s timesheet.

Note: If changes to the Timesheet need to be made, see the section entitled Correct the Timesheet below.
7) Assuming time has been submitted and is correct, click **Approvals** on the left >**Payable Time**.

8) Click **Get Employees**.

9) Review/Change the dates in **Change Time in View** to ensure they encompass the appropriate timeframe.

10) A list of employees who have payable time for approval will display.

11) Click the employee’s **Last Name** to review and approve time.

12) To **Approve Payable Time** individually, check the checkboxes in the **Select** column for selected days, or use the **Select All** link below the checkboxes to select all the checkboxes.

13) Then click **Approve**.

14) Click **Yes** and then **OK** on the messages that follow.

**Correct the Timesheet**

1) To make the correction for the employee, prior to approving time, click **Adjust Reported Time**.
2) If the day for which you want to change the time is not displaying, you may need to change the **View** By dropdown field to **Calendar Period** and/or adjust the date in the **Date** field.

*Note: Time may be adjusted for the current pay period or up to 31 days in the past.*

3) Then make the necessary change(s) to the employee’s Timesheet.

4) Click ![Submit](#).

5) Click ![OK](#) on the **Confirmation** message.

The employee will receive an email that his/her time has been modified.

After the overnight Time Administration process runs, you will be able to approve the employee’s adjusted payable time.

*Note: During the Payroll processing period, the Time Administration process will run more frequently.*