

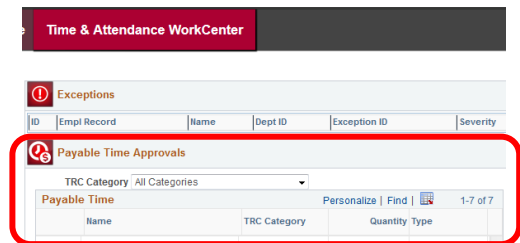
Approve Employee Time

Overview

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

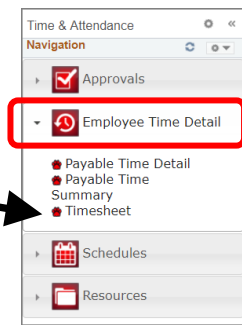
Approving Employee Timesheets

- 1) Open a browser and go to www.cwu.edu.
- 2) Log into .
- 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 .

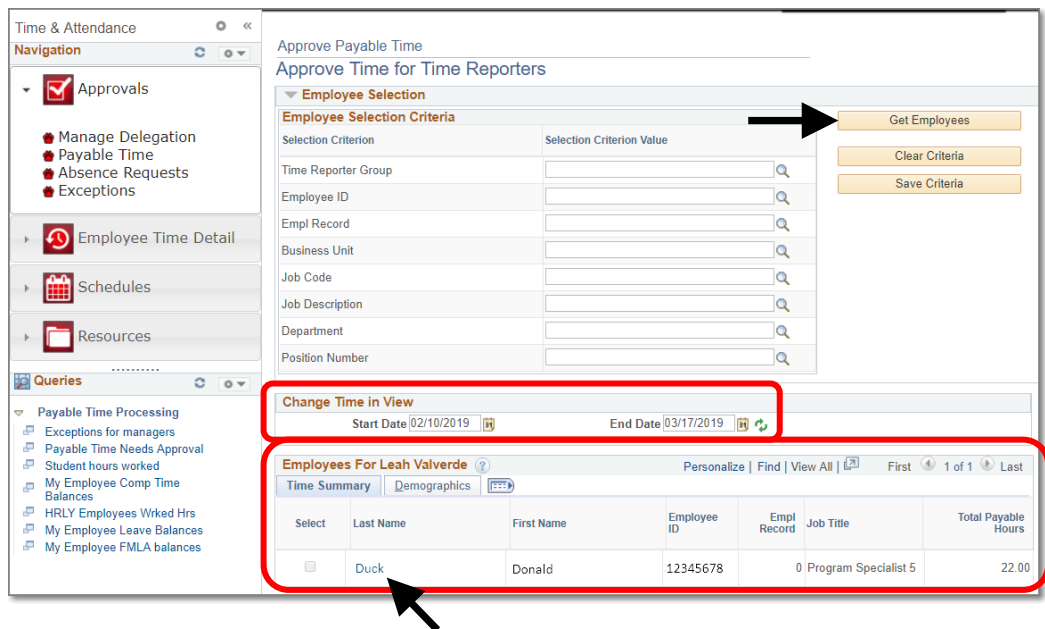
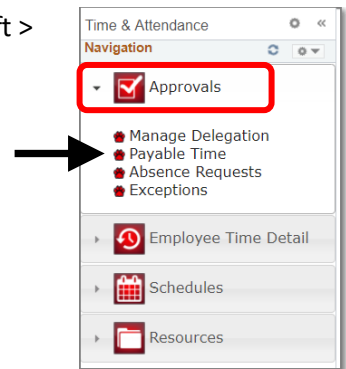
- 5) Timesheets for your direct reports will appear for the timeframe indicated in the **Change View** area.

- 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.

Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours
Mouse	Mickey	12345678	0	HR Consultant	0.00	0.00	40.00
Duck	Donald	45678901	0	Program Specialist 5	22.00	0.00	40.00

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.

Note: For your reference, a list of Time Reporting Codes is available at <https://www.cwu.edu/financial-affairs/sites/cts.cwu.edu.financial-affairs/files/Time%20%26%20Attendance%20Reporting%20Codes.pdf>.

Approval Details ? Personalize | Find | View All | First 1-3 of 3 Last

Overview | Time Reporting Elements | Cost | Task Reporting Elements

Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Adjust Reported Time	Add Comments
<input type="checkbox"/>	03/11/2019	312	Needs Approval	8.00	Hours		Adjust Reported Time	
<input type="checkbox"/>	03/12/2019	312	Needs Approval	7.00	Hours		Adjust Reported Time	
<input type="checkbox"/>	03/14/2019	312	Needs Approval	7.00	Hours		Adjust Reported Time	

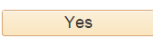

Select All Deselect All

Approve

Return to Approval Summary

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 .

14) Click  and then  on the messages that follow.

Message

Are you sure you want to approve the time selected? (13504,2500)

Once Approved the status cannot be reverted back.

Save Confirmation

The Save was successful.

Yes No

OK

Correct the Timesheet

1) To make the correction for the employee, prior to approving time, click **Adjust Reported Time**.

Approval Details ? Personalize | Find | View All | First 1-8 of 8 Last

Overview | Time Reporting Elements | Cost | Task Reporting Elements

Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Adjust Reported Time	Comments
<input type="checkbox"/>	02/16/2015	150	Needs Approval	8.00	Hours		Adjust Reported Time	
<input type="checkbox"/>	02/17/2015	312	Needs Approval	8.00	Hours		Adjust Reported Time	
<input type="checkbox"/>	02/18/2015	312	Needs Approval	8.00	Hours		Adjust Reported Time	
<input type="checkbox"/>	02/19/2015	312	Needs Approval	8.00	Hours		Adjust Reported Time	
<input type="checkbox"/>	02/20/2015	312	Needs Approval	8.00	Hours		Adjust Reported Time	
<input type="checkbox"/>	02/23/2015	312	Needs Approval	8.00	Hours		Adjust Reported Time	
<input type="checkbox"/>	02/24/2015	312	Needs Approval	8.00	Hours		Adjust Reported Time	
<input type="checkbox"/>	02/25/2015	312	Needs Approval	8.00	Hours		Adjust Reported Time	

Select All Deselect All

Approve

Return to Approval Summary

Timesheet

Timesheet Timesheet
Info Technology Specialist 4

Employee ID 10078888
Empl Record 0
Earliest Change Date 11/17/2014

Select Another Timesheet

*View By Week
*Date 01/05/2015

Previous Week Next Week
Previous Employee
Print Timesheet Punch Timesheet

Reported Hours 32.00

From Monday 01/05/2015 to Sunday 01/11/2015

Mon 1/5	Tue 1/6	Wed 1/7	Thu 1/8	Fri 1/9	Sat 1/10	Sun 1/11	Total	Time Reporting Code
8.00		8.00	8.00	8.00			32.00	312 - CLA Regular

Submit

- 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 .

- 5) Click on the **Confirmation** message.

Message

Confirmation (21000,2)

I certify that this employee has worked and committed the hours and effort listed under my direction.

OK

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.