How to approve a timesheet from Employee Self Service?
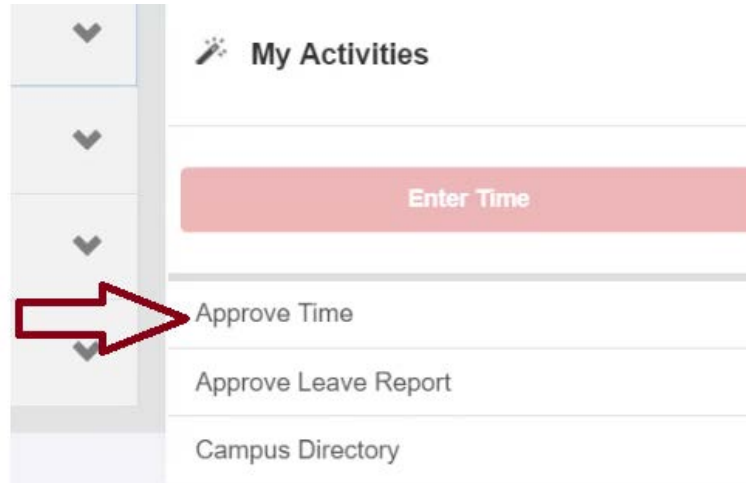
Contents

How to access time entry approvals page from Employee Self Service?

Open Employee Self Service and click on **Approve Time** under **My Activities**.

It will show all the available timesheets of your employees.

How to use various filters?

You can filter the available timesheets based on the following options:

- **Department**: If you are an approver of multiple departments, you can select the required department from the all departments button.
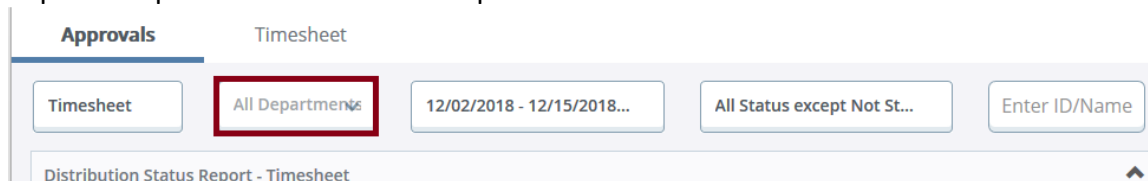

- **Pay Period**: To view timesheets of a specific pay period, you can use the pay period button.
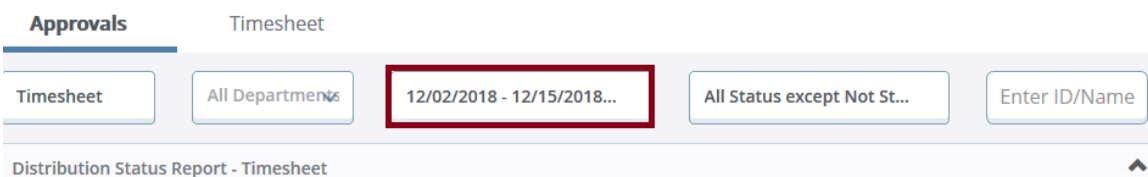
- **Timesheet Status**: You can also filter your timesheets based on their status. Some of the statuses are:
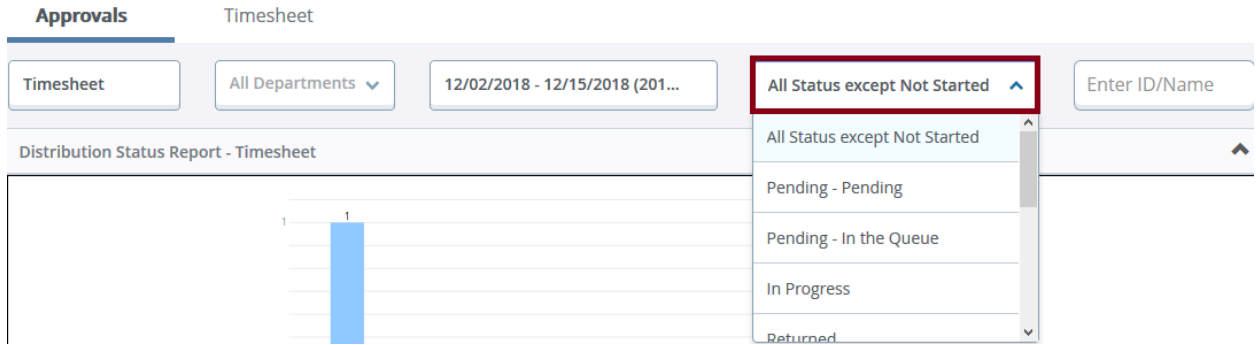
- o **All Status except Not Started**: This is the default option. It will show all the started timesheets.
- o **Pending**: Click on "Pending" if you want to view only those timesheets, which require your approval.
- o **In Progress**: To view all the timesheets, which are in progress, but have not submitted by employees, you can use the "In progress" option.
- o **Returned**: The "Returned" option will show all the timesheets, which are returned by you for corrections.
- o **Approved**: This option will show all the timesheets which are approved by an approver.
- o **Completed**: The completed option will show all the timesheets which have already been processed by payroll.

- **Employee ID/name**: You can also query by an employee ID/name. It will show available timesheets of that employee for the selected department, pay period, and the timesheet status.
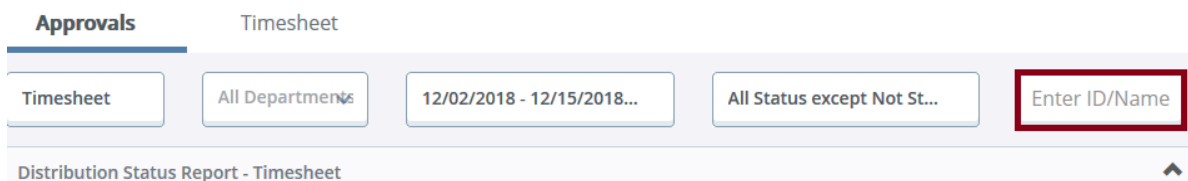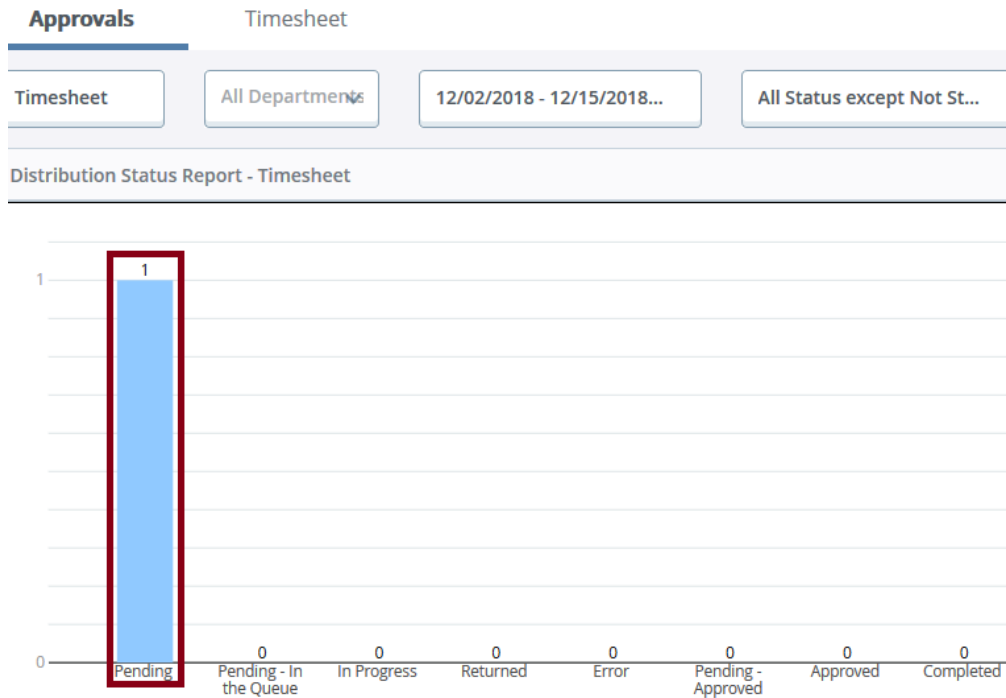

How to view all pending timesheets?

To view, you can either
- Select "Pending" option from the timesheet status
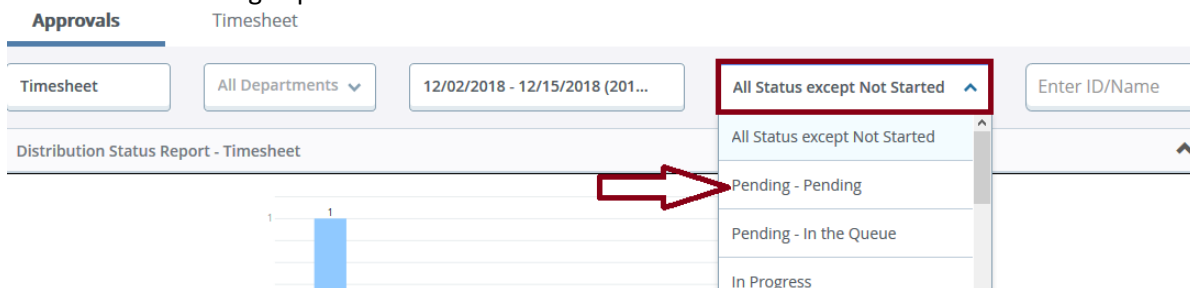
or

- You can click on "Pending" from this bar graph to view all the pending timesheets.

To view a timesheet, click on that timesheet. It will show all the earn codes and hours entered by the employee.

How to view comments?

If there are any comments on the timesheet, you can view them using the comments button.

How to view leave balance?

You can also view the leave balance of an employee by clicking on the **Actions** menu ⋮ and clicking on the **Leave Balance**.

How to approve a timesheet?

Click on the timesheet to **Preview** it and then click on the **Approve** button in the preview window.

You will notice that the status of the timesheet will change from "**Pending**" to "**Approved**".

How to view details of a timesheet?

To view detailed information of entered earn codes and hours, click on the report and click on **Details** in the preview window.

How to return a timesheet for correction?

If you want a timesheet to return for correction, enter a comment and click on **Return for correction** button.