

How to approve a timesheet from Employee Self Service?

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

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

*	My Activities
~	
~	Enter Time
	Approve Time
V	Approve Leave Report
	Campus Directory

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.

L	Approvals	Timesheet			
	Timesheet	All Departmen ts	12/02/2018 - 12/15/2018	All Status except Not St	Enter ID/Name
	Distribution Status R	Report - Timesheet			~

• **Pay Period**: To view timesheets of a specific pay period, you can use the pay period button.

Approvals	Timesheet			
Timesheet	All Departments	12/02/2018 - 12/15/2018	All Status except Not St	Enter ID/Name
Distribution Status	s Report - Timesheet			*

• **Timesheet Status**: You can also filter your timesheets based on their status. Some of the statuses are:

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KPU	KWANTLEN POLYTECHNIC UNIVERSITY

Approvals	Timesheet	
Timesheet	All Departments 🗸 12/02/2018 - 12/15/2018 (201	All Status except Not Started 🔺 Enter ID/Name
Distribution Status Re	port - Timesheet	All Status except Not Started
		Pending - Pending
	1 1	Pending - In the Queue
		In Progress
		Returned

- All Status except Not Started: This is the default option. It will show all the started timesheets.
- **Pending**: Click on "Pending" if you want to view only those timesheets, which require your approval.
- In Progress: To view all the timesheets, which are in progress, but have not submitted by employees, you can use the "In progress" option.
- **Returned**: The "Returned" option will show all the timesheets, which are returned by you for corrections.
- **Approved**: This option will show all the timesheets which are approved by an approver.
- **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

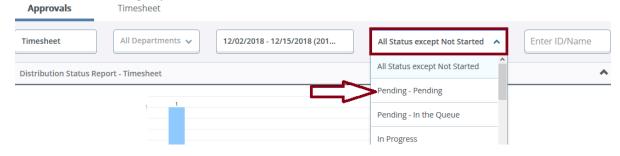
timesneet stati	JS.
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Approvals	Timesheet			
Timesheet	All Departments	12/02/2018 - 12/15/2018	All Status except Not St	Enter ID/Name
Distribution Status	Report - Timesheet			~

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.

Approvals	Timeshe	et					
Timesheet	All Departm	ents	12/02/2018 - 1	2/15/2018		Status except	t Not St
Distribution Status	Report - Timesh	eet					
	-						
11							
	0	0	0	0	0	0	0
0 Pending	Pending - In the Queue	In Progress	Returned	Error	Pending - Approved	Approved	Completed

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.

Employee Name	() ⁽¹⁾	ID	0	Organization	\$ Hours/Units	¢		
WTE, geu_tester Quality Assurance Analyst, 968436-00		100379372		1-3310, IT Enterprise Systems	1.00 Hours	(i 🖻	:

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**.

Pending 1					^
Employee Name \$	ID	¢	Organization	\$ Hours/Units 🗘	
WTE, geu_tester Quality Assurance Analyst, 968436-00	100379372		1-3310, IT Enterprise Systems	2.00 Hours	(i) () Preview
					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.

eview		>
Total Hours	2.00	
Total Units	0.00	
Weekly Summary		
Week	Total Hours	
Week 1		
Week 2	2.00	
Comment (Optional):		
Add Comment		
2000 characters remaining		
	Details	
Return for correction	Approve	

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.

Total Units	0.00	
Weekly Summary		
Week	Total Hours	
Week 1		
Week 2	2.00	
omment (Optional): Add Comment		
Add Comment		
Add Comment (Optional): Add Comment O000 characters remaining Confidential Comment		***
Add Comment		
Add Comment	Details	