## **APPROVING TIME**

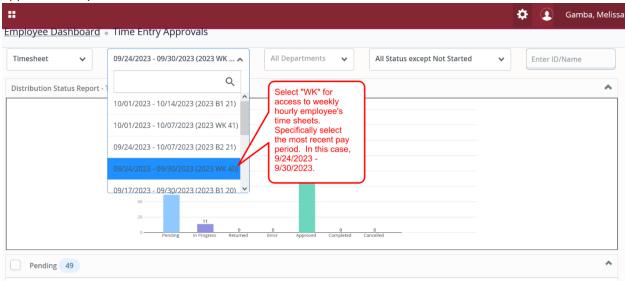
Supervisors must make sure to approve 2 groups of time sheets today, **WK - weekly hourly**, and **B1-salaried**.

They must approve all their **hourly** employee's timesheets and any PTO timesheets submitted by their **salaried** employees.

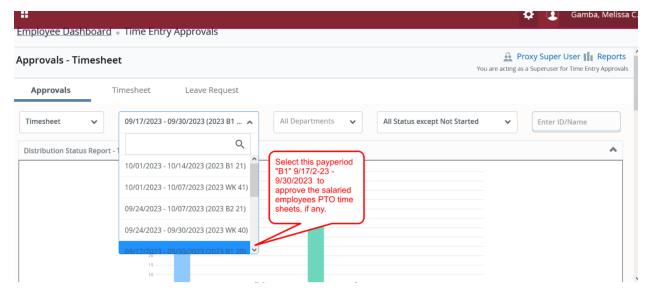
Student time sheets should not be approved today. Their time period ends on Oct. 7<sup>th</sup>. They are B2.

## 2 pay periods that need approval

9/24/2023 – 9/30/2023 (2023 WK 40) This is the hourly pay period, please select this period to view and approve hourly time cards.



9/17/2023 - 9/30/2023 (2023 B1 20) These time sheets reflect any PTO requested in the pay cycle by salaried employees. Not all salaried employees will have a timesheet for approval. Only those salaried workers that took time off in the pay period will have a time sheet. Please select this time period from the drop down to view and approve these timesheets.



If you are a salaried employee, you do not need to have started a timesheet unless you needed to record PTO that was previously not approved, and which was taken during that particular period. For example, an unexpected sick day.