

## 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.

The screenshot shows the 'Employee Dashboard' for 'Time Entry Approvals'. The 'Timesheet' dropdown is open, displaying a list of pay periods. The most recent period, '09/24/2023 - 09/30/2023 (2023 WK 40)', is highlighted in blue. A red callout box with a white background and a red border points to this selection. The text inside the callout reads: 'Select "WK" for access to weekly hourly employee's time sheets. Specifically select the most recent pay period. In this case, 9/24/2023 - 9/30/2023.' Below the dropdown, a bar chart shows the status of approvals: Pending (49), In Progress (11), Returned (0), Error (0), Approved (0), Completed (0), and Cancelled (0).

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.

The screenshot shows the 'Approvals - Timesheet' interface. The 'Timesheet' dropdown is open, displaying a list of pay periods. The period '09/17/2023 - 09/30/2023 (2023 B1 20)' is highlighted in blue. A red callout box with a white background and a red border points to this selection. The text inside the callout reads: 'Select this payperiod "B1" 9/17/2-23 - 9/30/2023 to approve the salaried employees PTO time sheets, if any.' The interface also shows a 'Distribution Status Report' bar chart and a 'Pending' count of 49.

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.