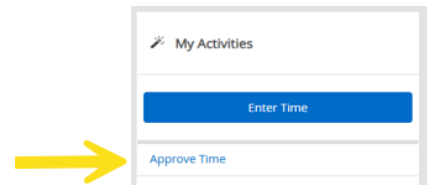


Time Entry - Approving Time

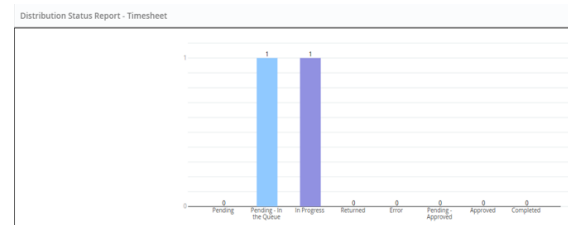
Enter the Approver Page

- From the Employee Dashboard homepage, click the Approve Time



Review Timesheet Status Graph

- Click on the status to review team member timesheets



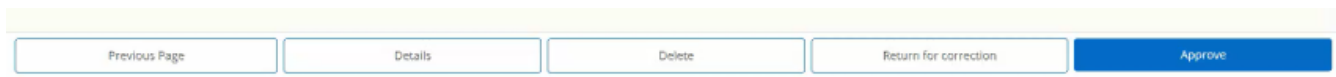
Review Time Entered - Main Page Features

Employee Name	ID	Organization	Hours/Units
<input checked="" type="checkbox"/> Moose, Mumfred A. Computer Sftwr Eng/Appl II, 4M0342-00	-01790550	1-26885U, TS IT Center	16.00 Hours

- “i” - approver routing queue and submission deadline
- Speech bubble - review comments
- Ellipse - Leave Balances or Preview timesheet in detail
- Check Box - click to approve multiple timesheets at one time
- Approve/Acknowledge Button - appears once you click the check box; use to mass approve

Review Timesheet in Detail

- Click the timesheet
- Review details



- Action items are listed on the bottom

Return a Timesheet for Correction

The form has a text area labeled 'Comment (Optional):' with the text 'Please add sick day'. Below it, it says '1981 characters remaining' and 'Confidential Comment'. At the bottom, there is a row of buttons: 'Previous Page', 'Details', 'Delete', 'Return for correction' (highlighted with a yellow box), and 'Approve'.

- Enter a comment letting the employee know what needs to be corrected
- Click Return for Correction

