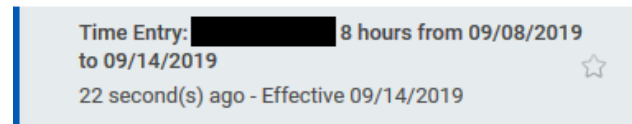


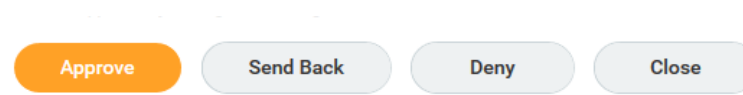
APPROVING TIMESHEETS SUBMITTED BY HOURLY STAFF MEMBERS

Once the pay period has ended, hourly staff members will enter their time using the Time application. These entries will be delivered to your inbox for review and approval.

1. Navigate to your **Inbox**.
2. Click the **Time Entry** Inbox item.



3. In the “Entries to Approve” area on the right side, you can review all time entries.
4. Choose **Approve**, **Send Back**, **Deny** or **Close**.



5. If the time entry needs no adjustments, click the **Approve** button to accept the timesheet.
6. If any portion of the time entry is incorrect, click **Send Back** to return it to the employee for correction. Use the “Reason” field to explain to the employee what needs to be changed in order to approve the timesheet.

Send Back

To *

Reason *

- 7. If the absence request should not be approved, select **Deny**. The staff member will receive a notification that the request has been denied along with the reason you have provided.

Deny

Selecting Deny may terminate the entire business process. Please enter your reason for terminating the business process below.

Reason *

Submit

Cancel