

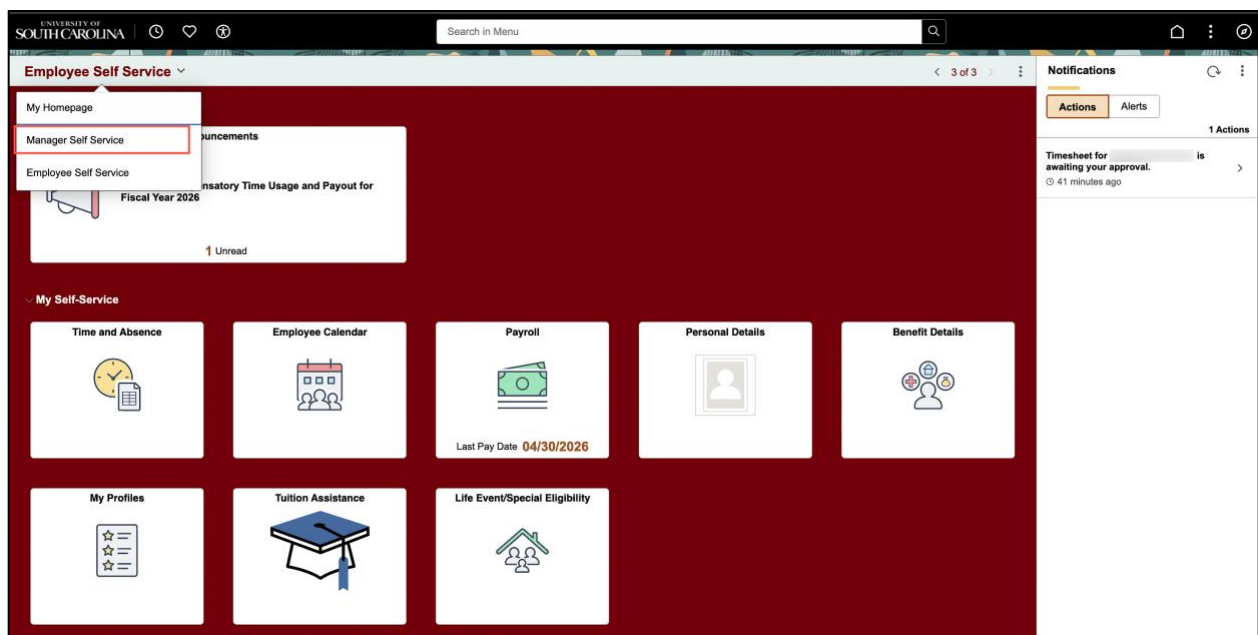


Office of the Controller
Time and Labor – TL/ABS Approver
Approve a Timesheet

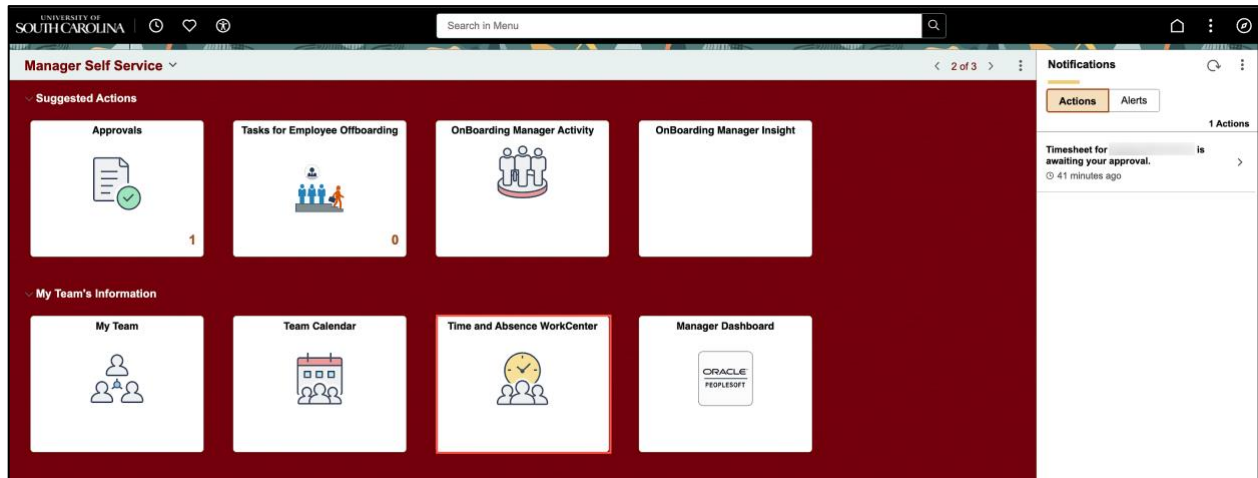
How to approve a timesheet: This job aid outlines how a TL/ABS Approver can approve a timesheet. A TL/ABS Approver has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

Navigation: Employee Self Service > My Homepage/My Workplace > Time and Absence Workcenter

Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop down arrow and select **My Homepage/My Workplace** from the list.



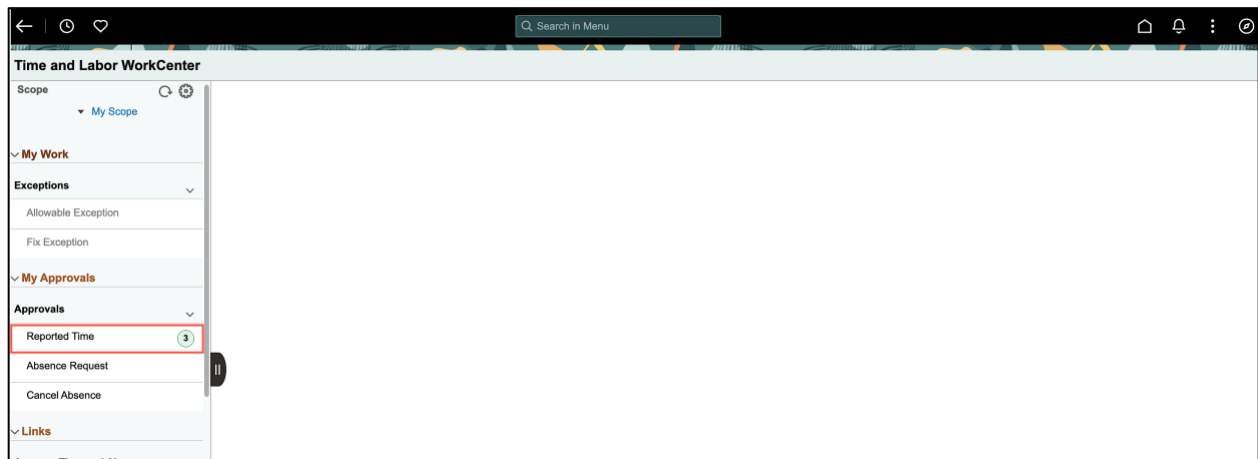
Step 2: Click the **Time and Absence Workcenter** tile.



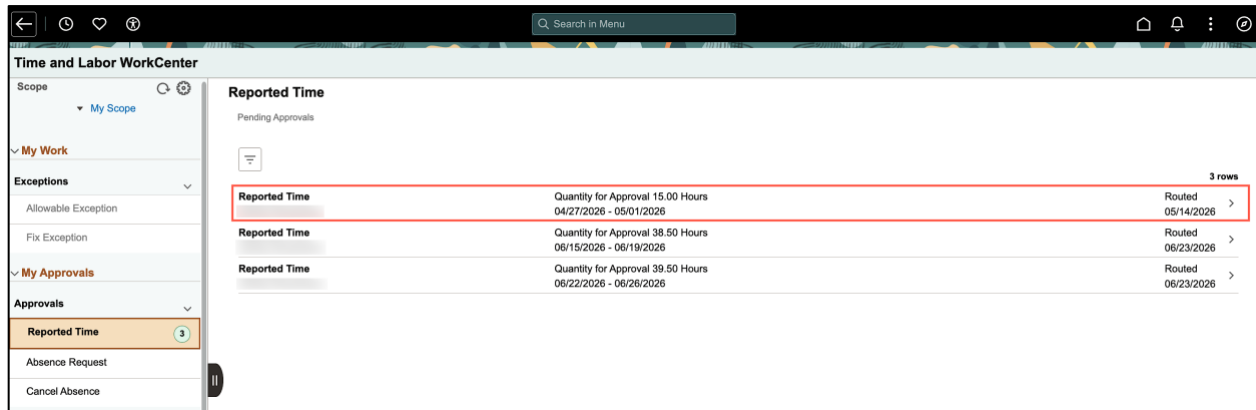
Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables TL/ABS Approvers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence Workcenter include approving, reporting, viewing time and absence related transactions, queries, and reports.

Step 3: Click the **Reported Time** link.



Step 4: Click an employee row to view the timesheet to be approved.



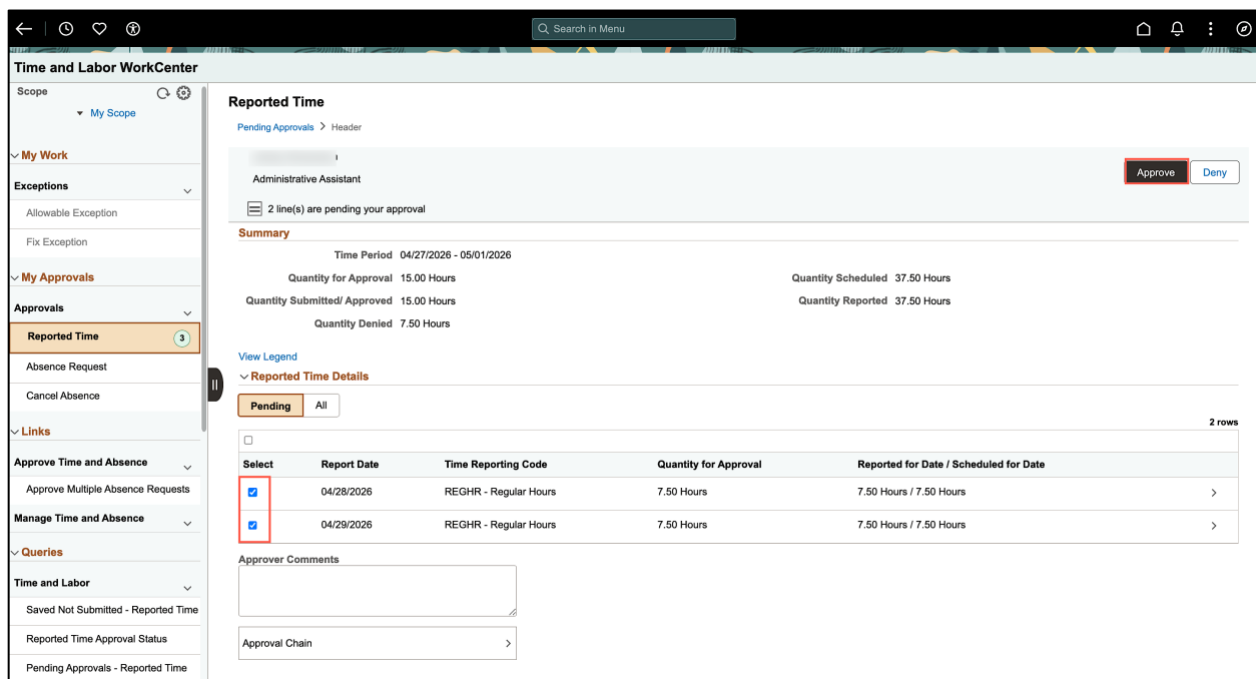
Step 5: On the Reported Time page, begin by reviewing the employee's Summary and Reported Time Details.

Step 6: To approve the reported time, select each day and then click the **Approve** button.

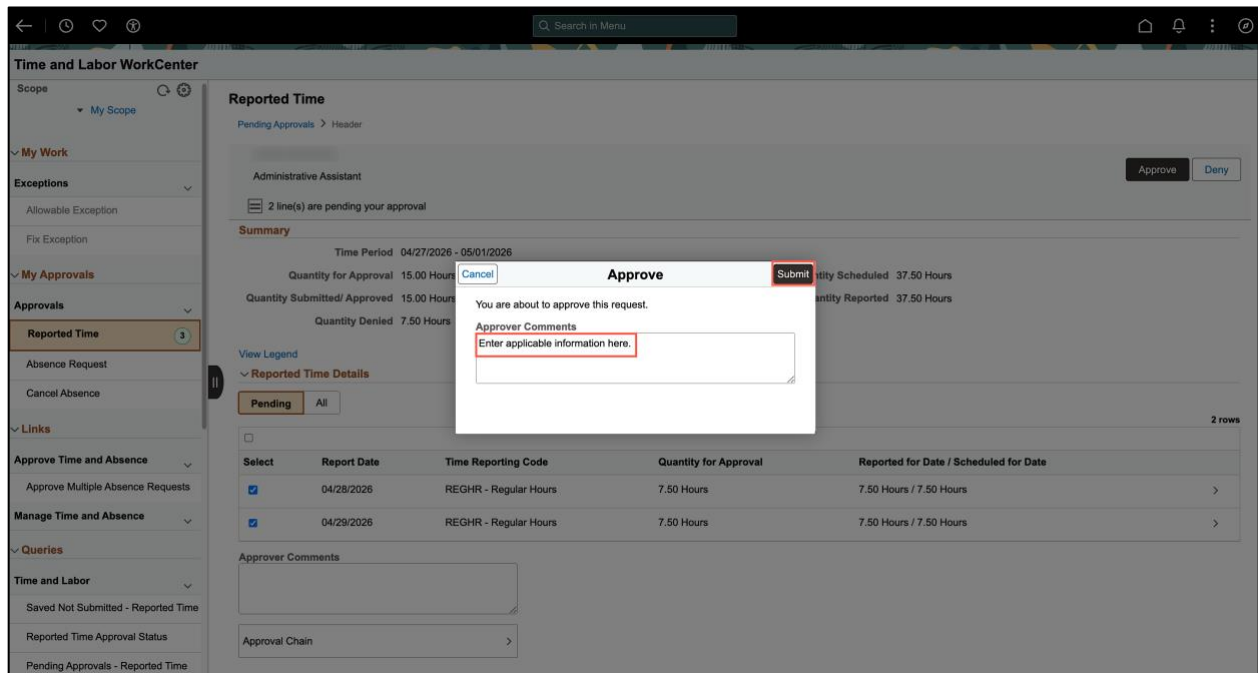
Approvers can take one of the following two actions by clicking the associated button:

- **Approve:** The reported time is approved.
- **Deny:** The reported time has been denied and a comment is required. Requiring a comment will help ensure employees receive the information they need to make corrections. Enter an appropriate comment to notify employee of the reason and specify any additional information needed.

If a request is to be denied it will need to be selected separately to take the appropriate action.

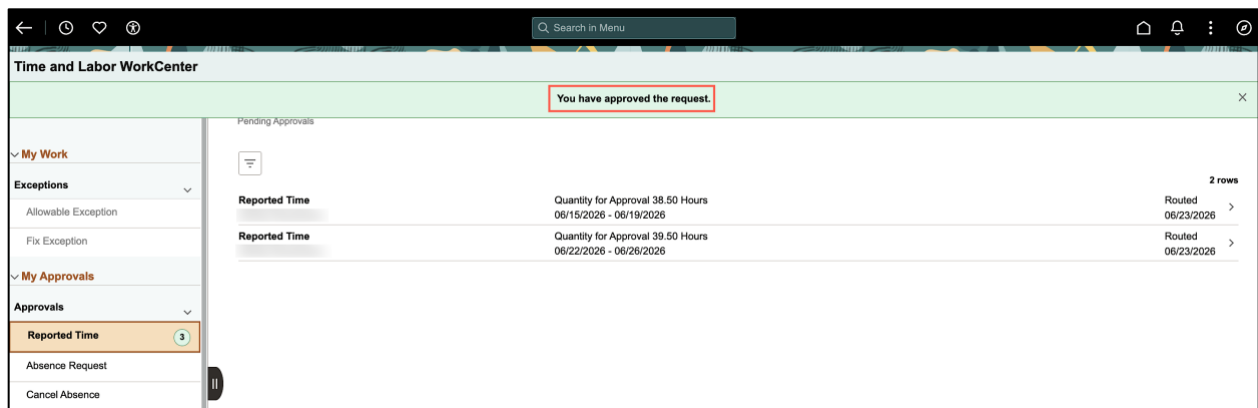


Step 7: Enter any comments as needed and click the **Submit** button to confirm you would like to approve the time selected.



Once the timesheet has been approved, a message appears at the top of the screen indicating that the request is approved.

This will take you back to the **Reported Time** page.



Step 8: Click an employee row to review the timesheet to be approved.

Time and Labor WorkCenter

Scope: My Scope

My Work

Exceptions

Allowable Exception

Fix Exception

My Approvals

Approvals

Reported Time (3)

Absence Request

Cancel Absence

Reported Time

Pending Approvals

2 rows

Reported Time	Quantity for Approval	Routed
06/15/2026 - 06/19/2026	38.50 Hours	06/23/2026
06/22/2026 - 06/26/2026	39.50 Hours	06/23/2026

Step 9: On the Reported Time page, begin by reviewing the employee's Summary and Reported Time Details.

Step 10: To see all time reported within the time period, click the **All** tab.

Time and Labor WorkCenter

Scope: My Scope

My Work

Exceptions

Allowable Exception

Fix Exception

My Approvals

Approvals

Reported Time (3)

Absence Request

Cancel Absence

Links

Approve Time and Absence

Approve Multiple Absence Requests

Manage Time and Absence

Queries

Time and Labor

Saved Not Submitted - Reported Time

Reported Time Approval Status

Pending Approvals - Reported Time

Reported Time

Pending Approvals > Header

Administrative Assistant

Approve Deny

Summary

Time Period 06/15/2026 - 06/19/2026

Quantity for Approval 38.50 Hours

Quantity Submitted/ Approved 0.00 Hours

Quantity Denied 0.00 Hours

Quantity Scheduled 37.50 Hours

Quantity Reported 38.50 Hours

View Legend

Reported Time Details

Pending All

5 rows

Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date
☐	06/15/2026	REGHR - Regular Hours	7.50 Hours	7.50 Hours / 7.50 Hours
☐	06/16/2026	REGHR - Regular Hours	7.50 Hours	7.50 Hours / 7.50 Hours
☐	06/17/2026	REGHR - Regular Hours	7.50 Hours	7.50 Hours / 7.50 Hours
☐	06/18/2026	REGHR - Regular Hours	8.00 Hours	8.00 Hours / 7.50 Hours
☐	06/19/2026	REGHR - Regular Hours	8.00 Hours	8.00 Hours / 7.50 Hours

Approver Comments

Step 11: To approve the reported time, select each day and then click the **Approve** button.

Approvers can take one of the following two actions by clicking the associated button:

- **Approve:** The reported time is approved.
- **Deny:** The reported time has been denied and a comment is required. Requiring a comment will help ensure employees receive the information they need to make corrections. Enter an appropriate comment to notify employee of the reason and specify any additional information needed.

If a request is to be denied it will need to be selected separately to take the appropriate action.

Time and Labor WorkCenter

Scope: My Scope

My Work

Exceptions

Allowable Exception

Fix Exception

My Approvals

Approvals

Reported Time (3)

Absence Request

Cancel Absence

Links

Approve Time and Absence

Approve Multiple Absence Requests

Manage Time and Absence

Queries

Time and Labor

Saved Not Submitted - Reported Time

Reported Time Approval Status

Pending Approvals - Reported Time

Reported Time

Pending Approvals > Header

Administrative Assistant

5 line(s) are pending your approval

Approve **Deny**

Summary

Time Period: 06/15/2026 - 06/19/2026

Quantity for Approval: 38.50 Hours

Quantity Submitted/ Approved: 0.00 Hours

Quantity Scheduled: 37.50 Hours

Quantity Reported: 38.50 Hours

Quantity Denied: 0.00 Hours

View Legend

Reported Time Details

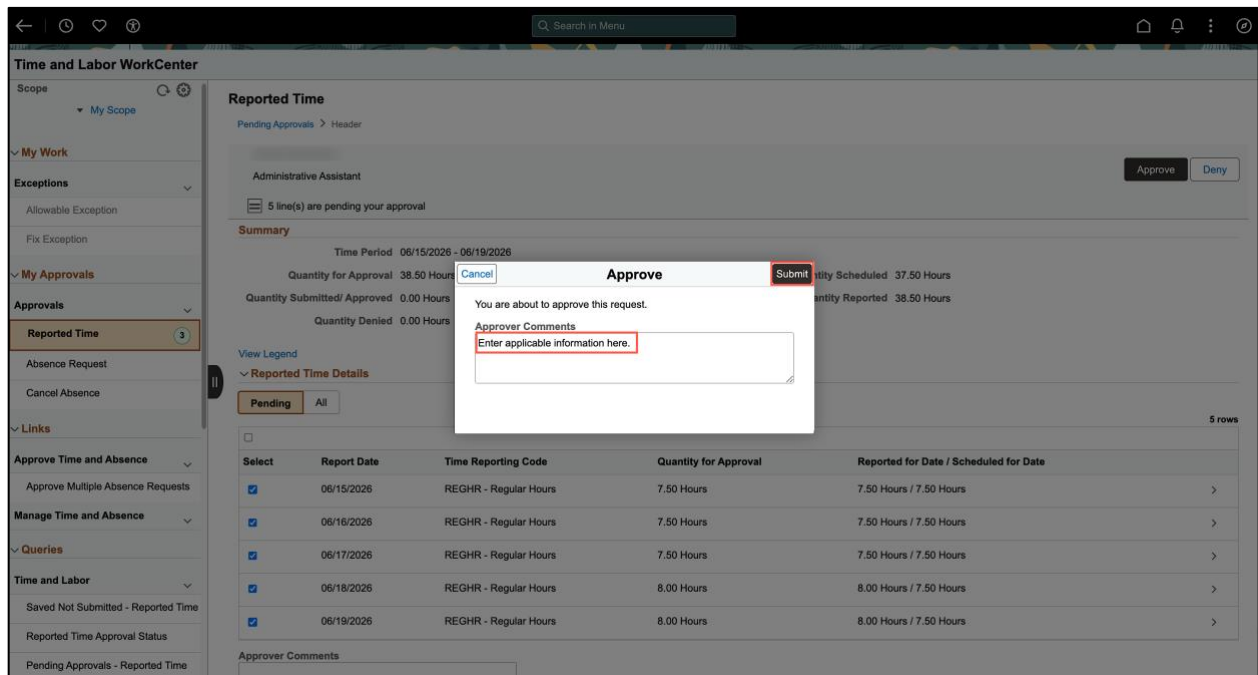
Pending **All**

5 rows

Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date
☒	06/15/2026	REGHR - Regular Hours	7.50 Hours	7.50 Hours / 7.50 Hours
☒	06/16/2026	REGHR - Regular Hours	7.50 Hours	7.50 Hours / 7.50 Hours
☒	06/17/2026	REGHR - Regular Hours	7.50 Hours	7.50 Hours / 7.50 Hours
☒	06/18/2026	REGHR - Regular Hours	8.00 Hours	8.00 Hours / 7.50 Hours
☒	06/19/2026	REGHR - Regular Hours	8.00 Hours	8.00 Hours / 7.50 Hours

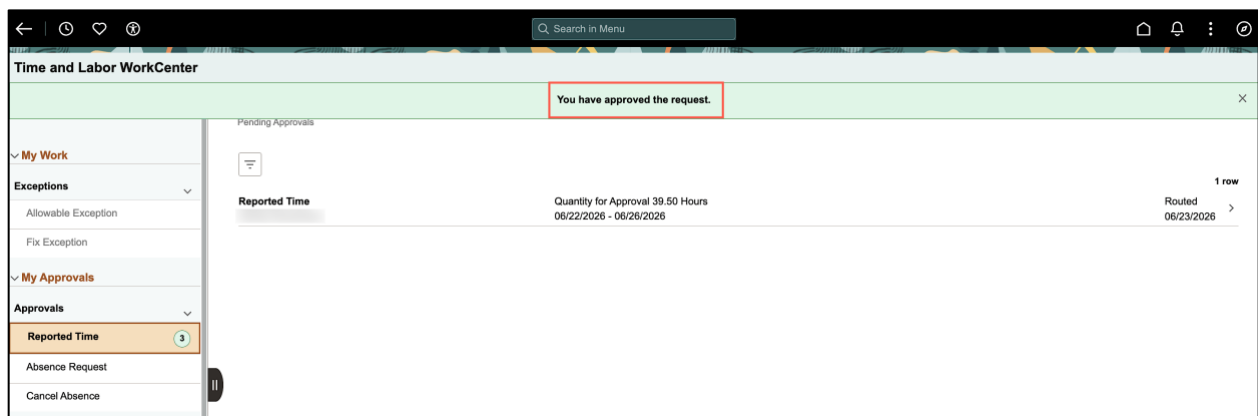
Approver Comments

Step 12: Enter any comments as needed and click the **Submit** button to confirm you would like to approve the time selected.

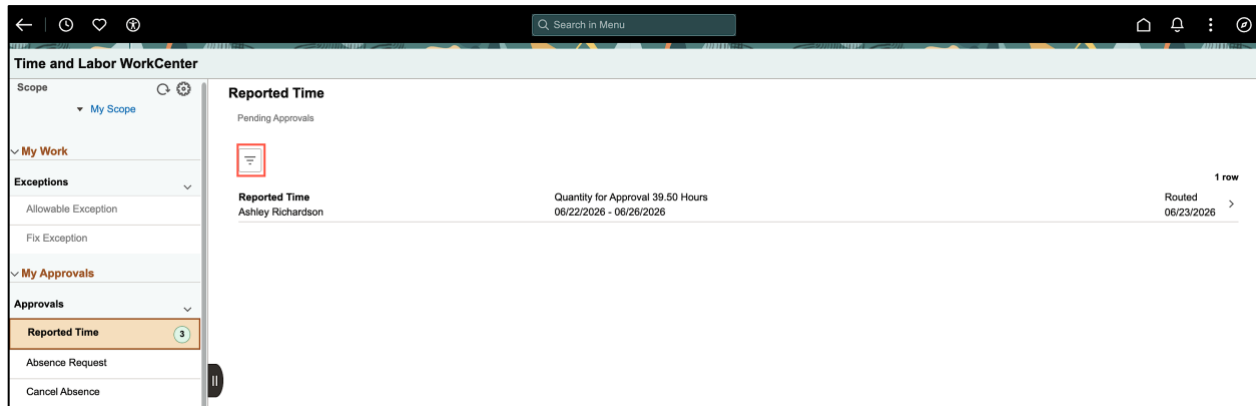


Once the timesheet has been approved, a message appears at the top of the screen indicating that the request is approved.

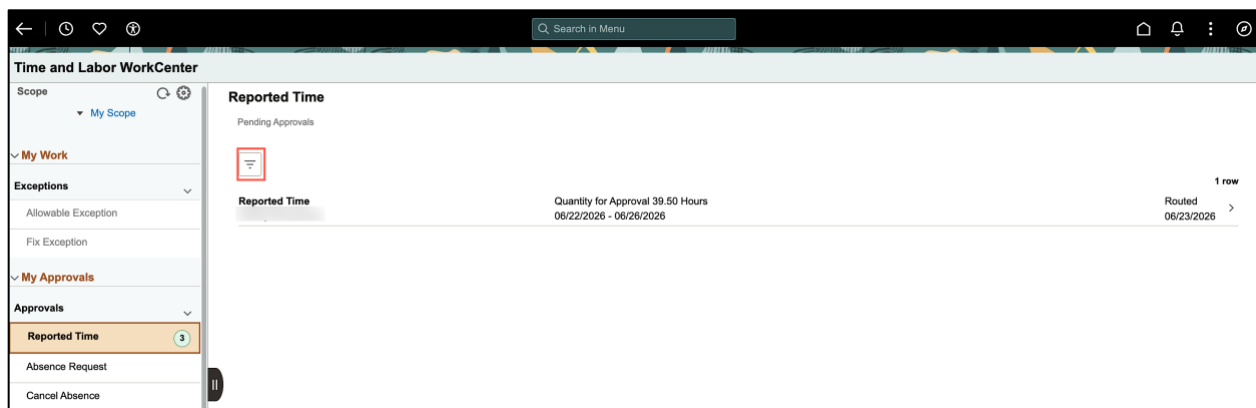
This will take you back to the Reported Time page.



Step 13: Use the **Filter** button to narrow down the reported time to be approved.



Step 14: You can narrow down the search by the Requester, From, or Date Period drop down menus. Click the **Filter** button to then filter the results.



To learn how to adjust or edit a timesheet, please view the job aid titled **Enter/Adjust Time on a Timesheet**.

You successfully learned how to approve a timesheet.