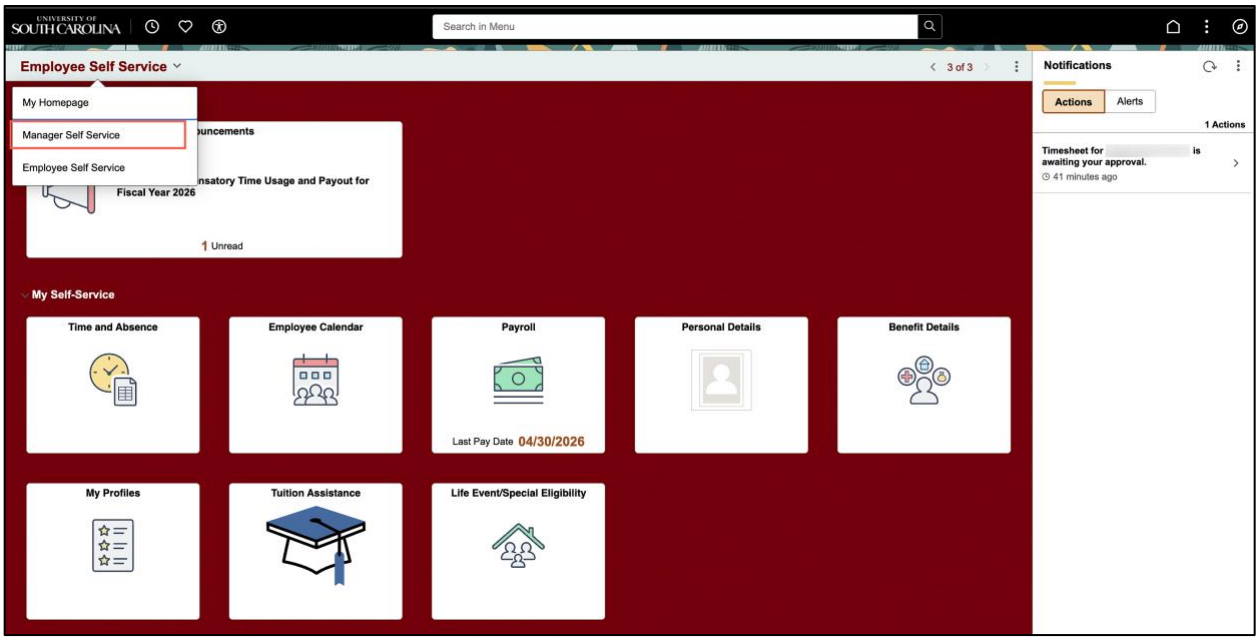
UNIVERSITY OF
South Carolina

Office of the Controller
Time and Labor - MSS
Approve a Timesheet

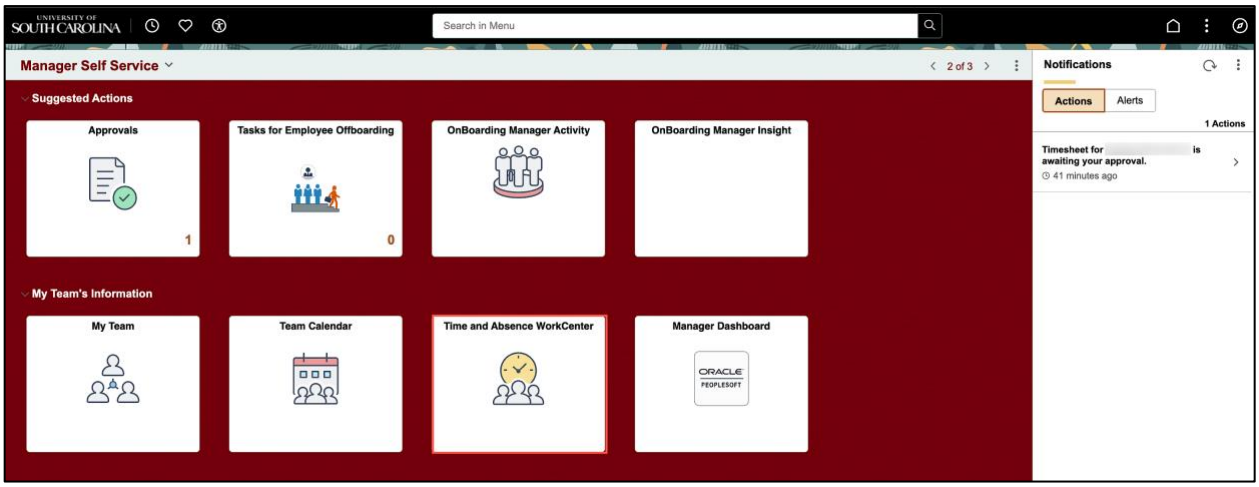
How to approve a timesheet: This job aid outlines how a manager can approve a timesheet. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

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



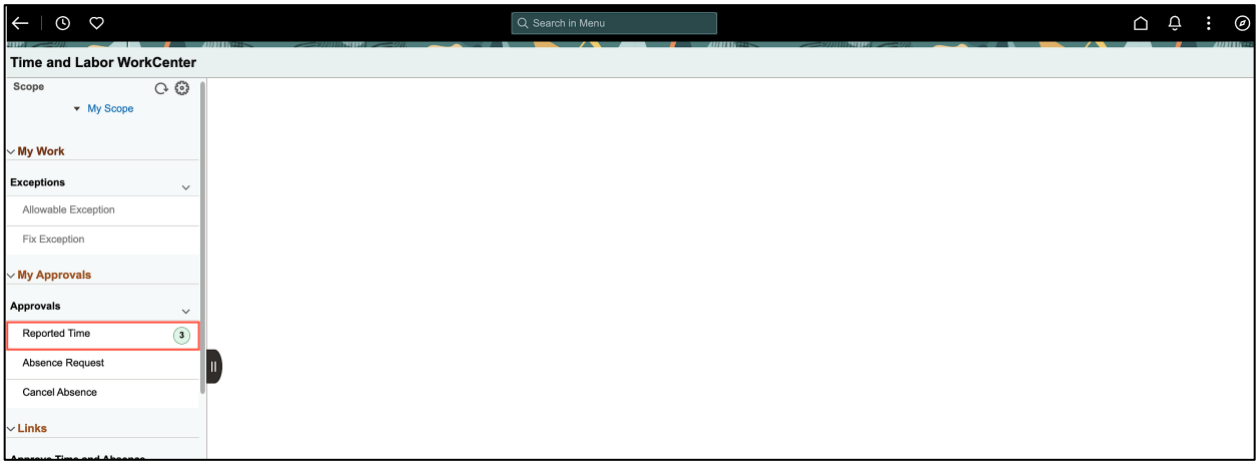
Step 2: Click the **Time and Absence Workcenter** tile.



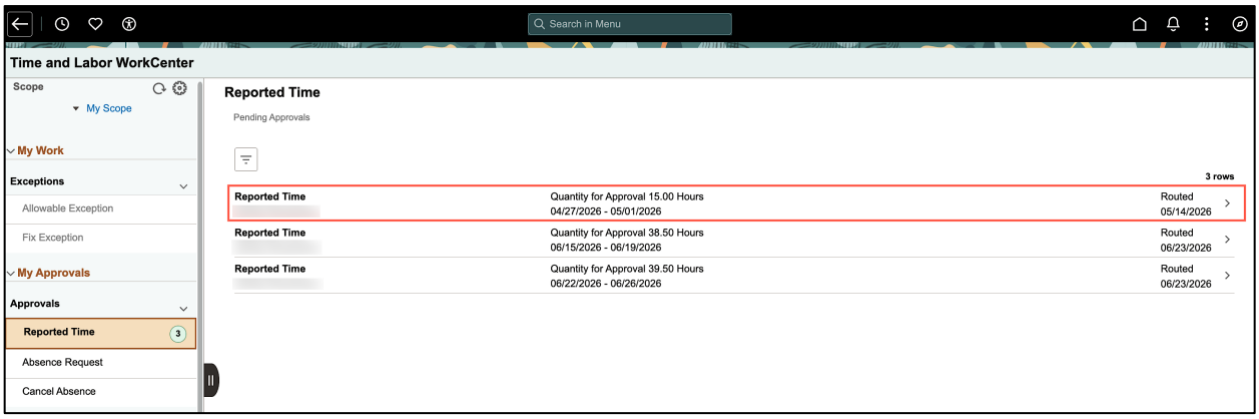
Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

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.



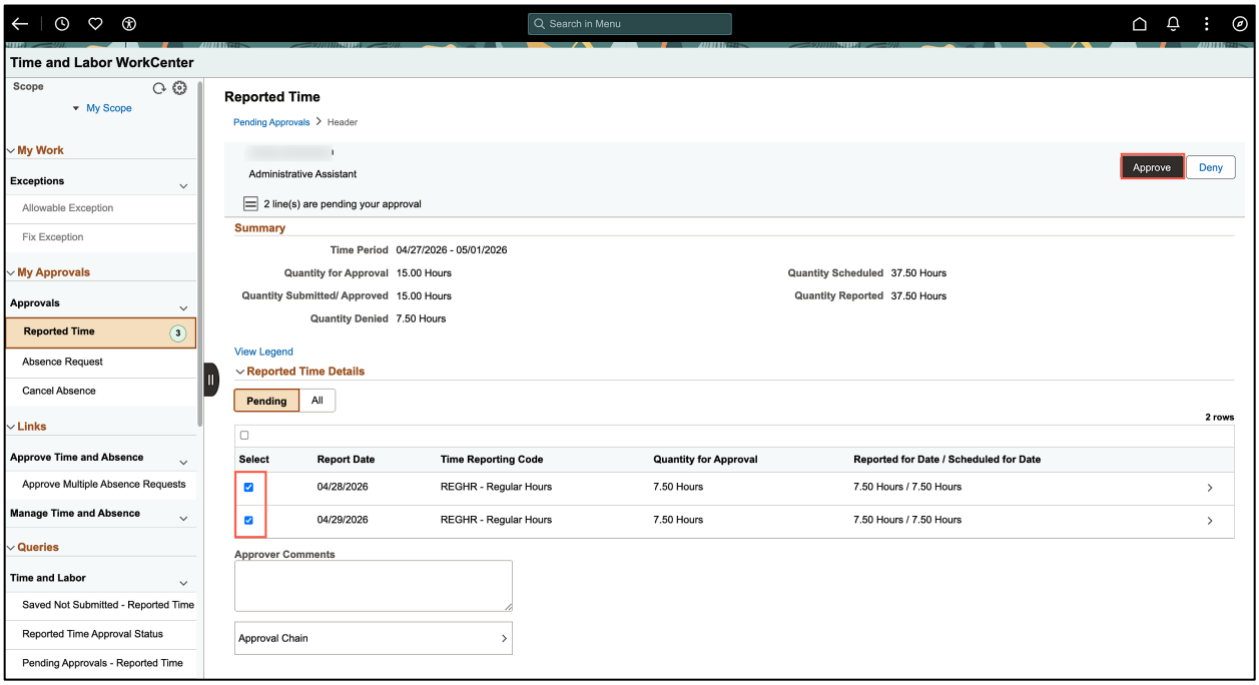
Step 5: On the Reported Time page, begin by reviewing the employee's Summary and Reported Time Details.

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

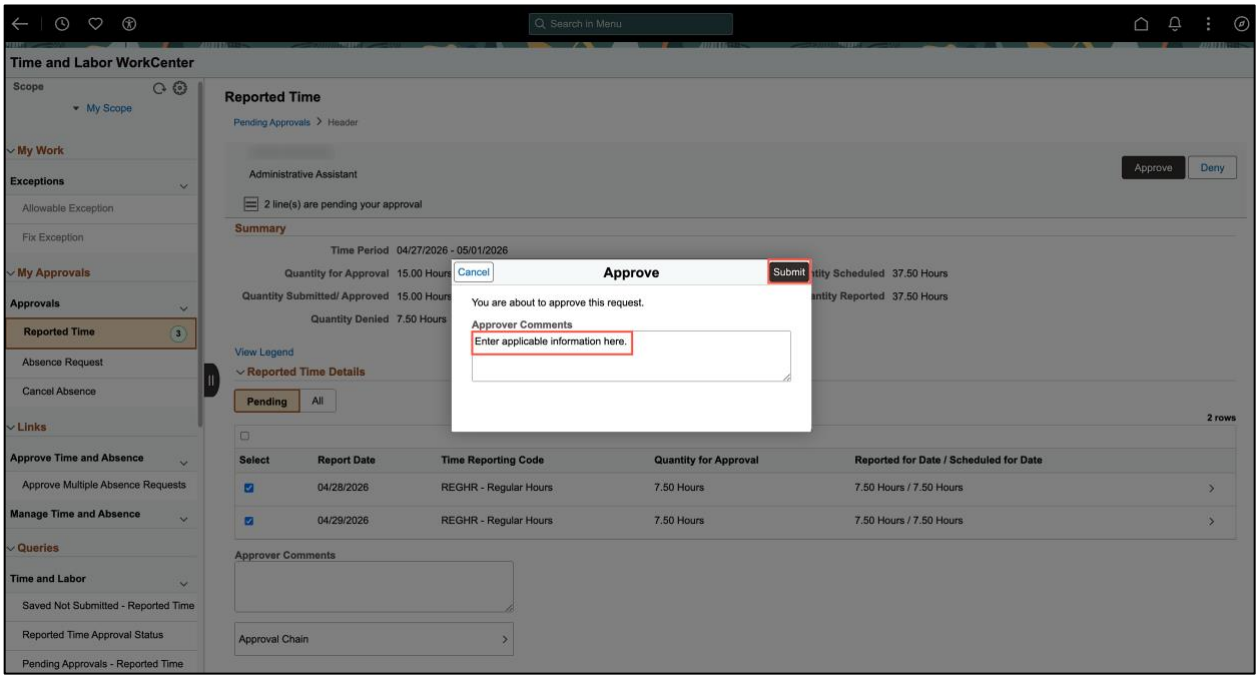
Approvers can take one of the following two actions by clicking the associated button:

- **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.

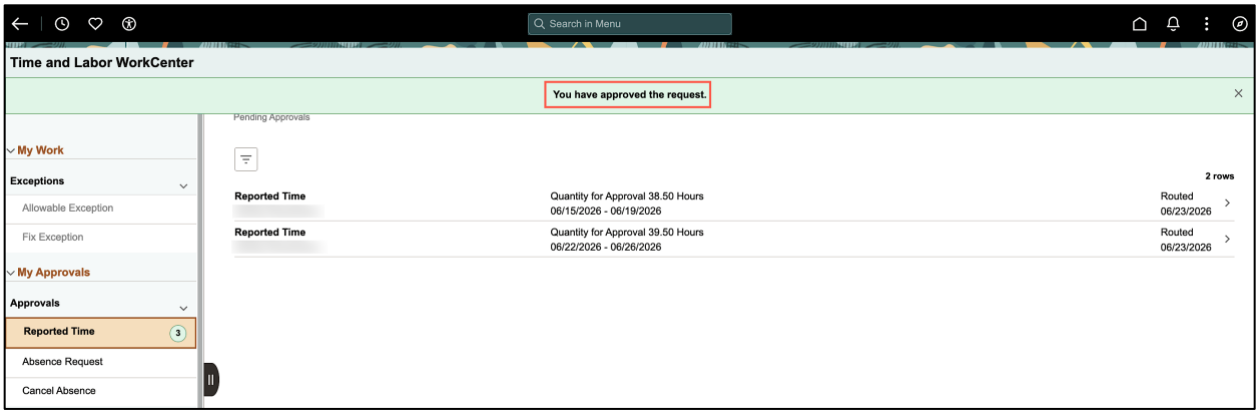


Step 7: Enter any comments as needed and click the **Submit** button to confirm you would like to approve the time selected.

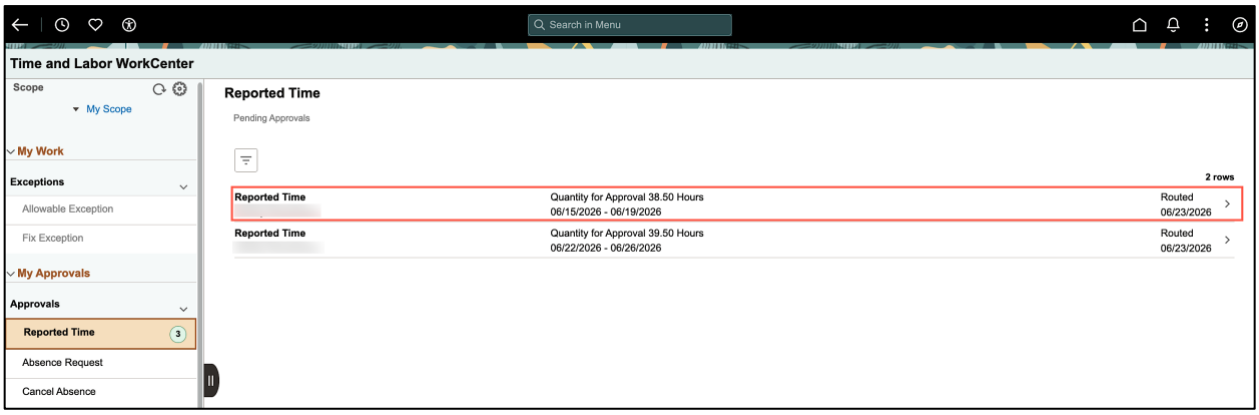


Once the timesheet has been approved, a message appears at the top of the screen indicating that the request is approved.

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

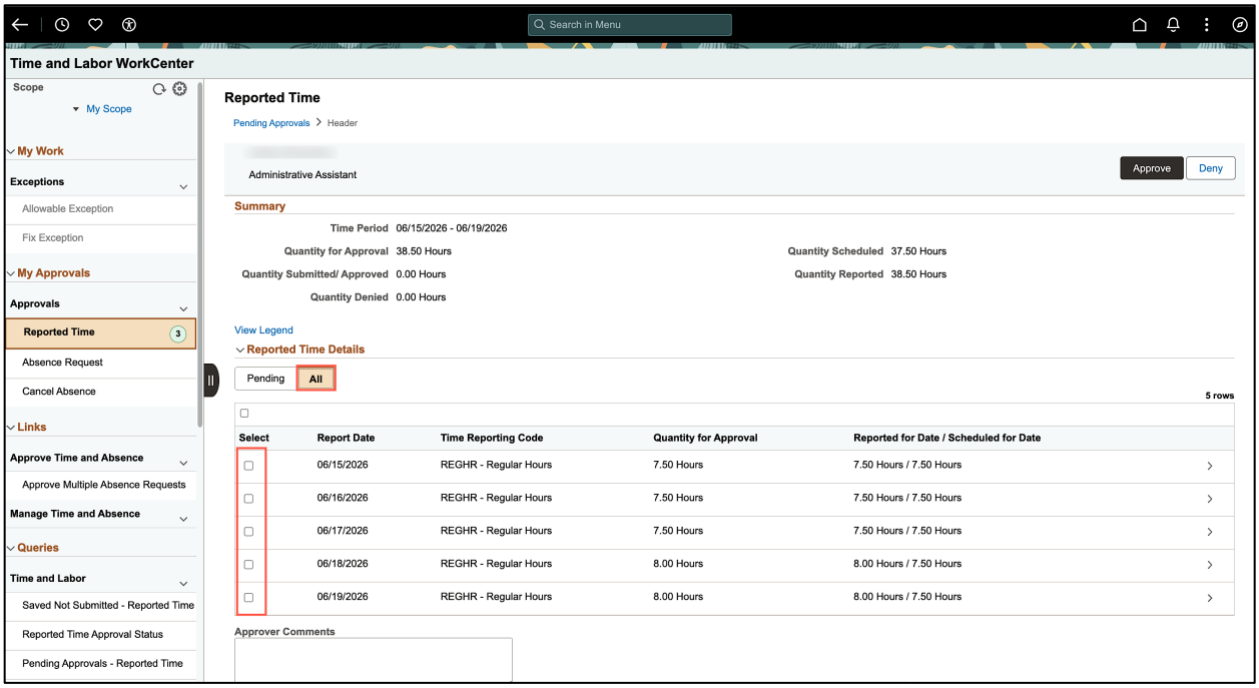


Step 8: Click an employee row to review the timesheet to be approved.



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.



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.
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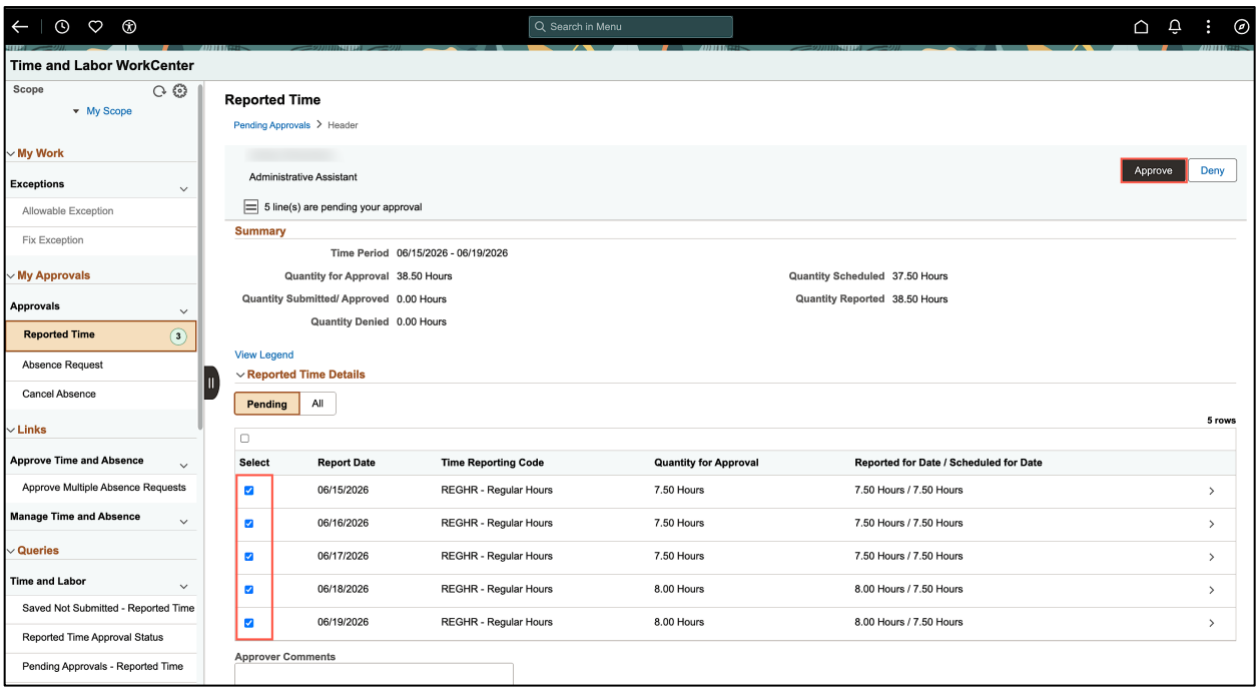
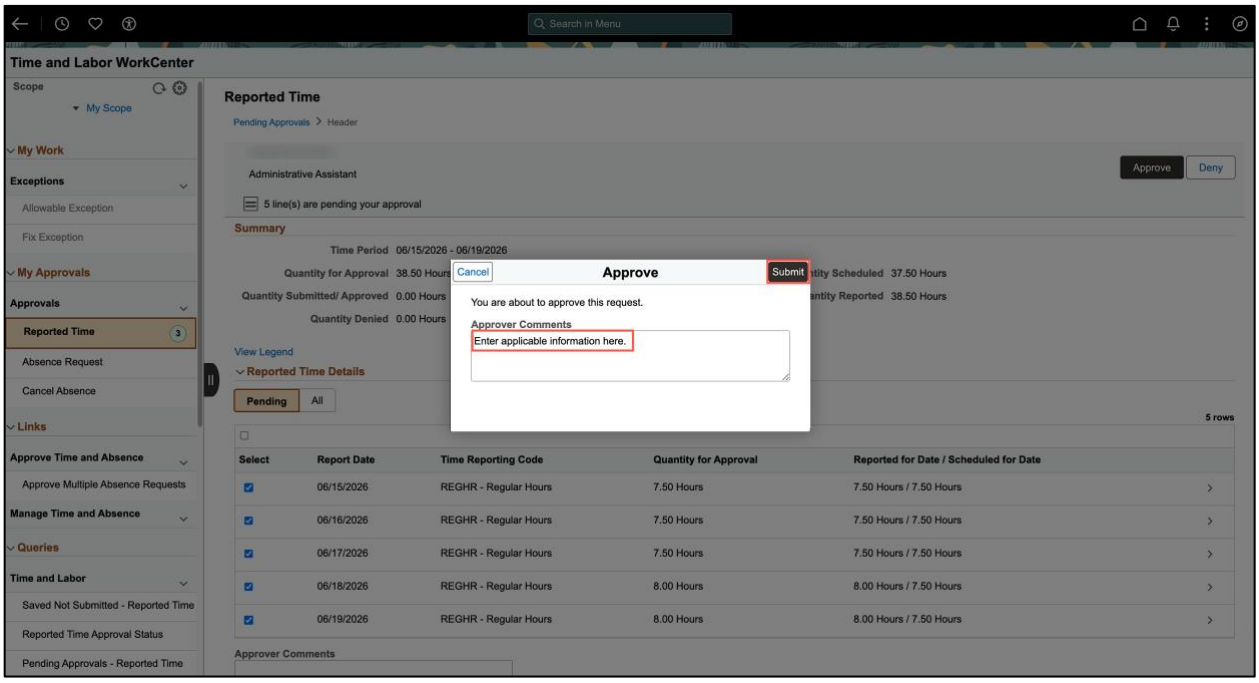


Step 12: Enter any comments as needed and click the **Submit** button to confirm you would like to approve the time selected.



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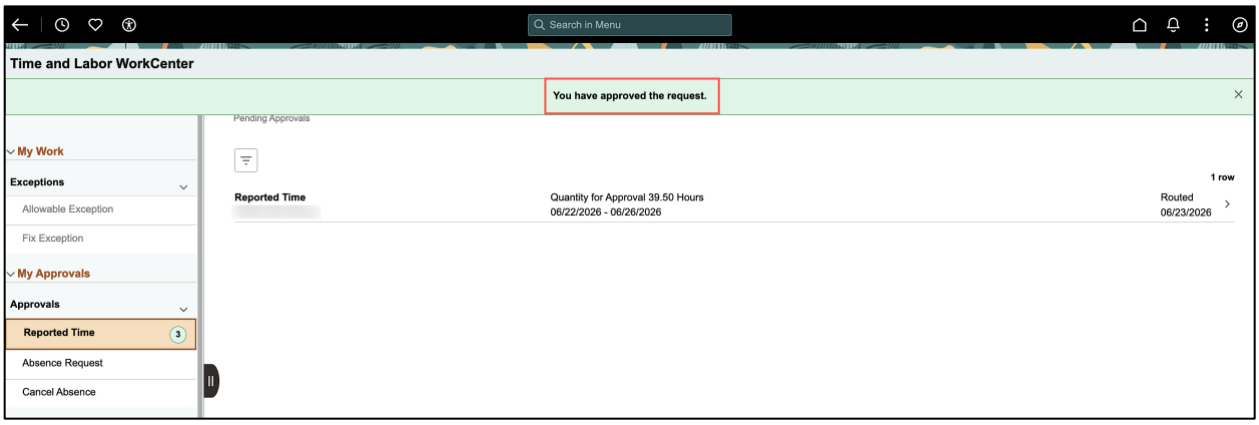
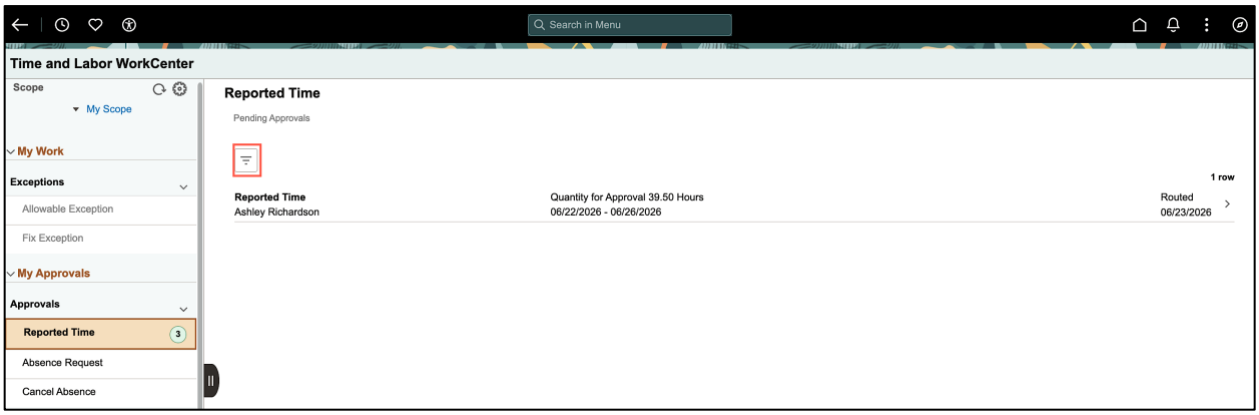
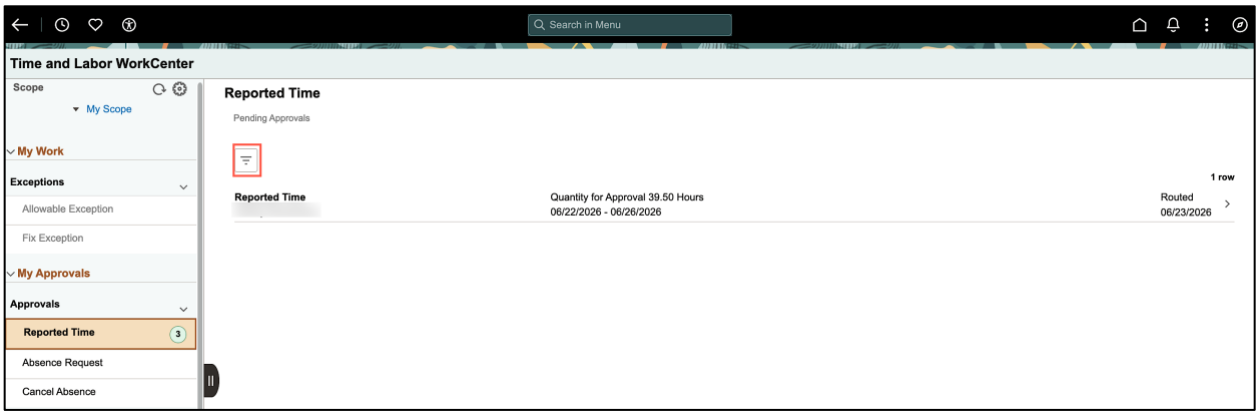


Step 13: Use the Filter button to narrow down the reported time to be approved.



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.