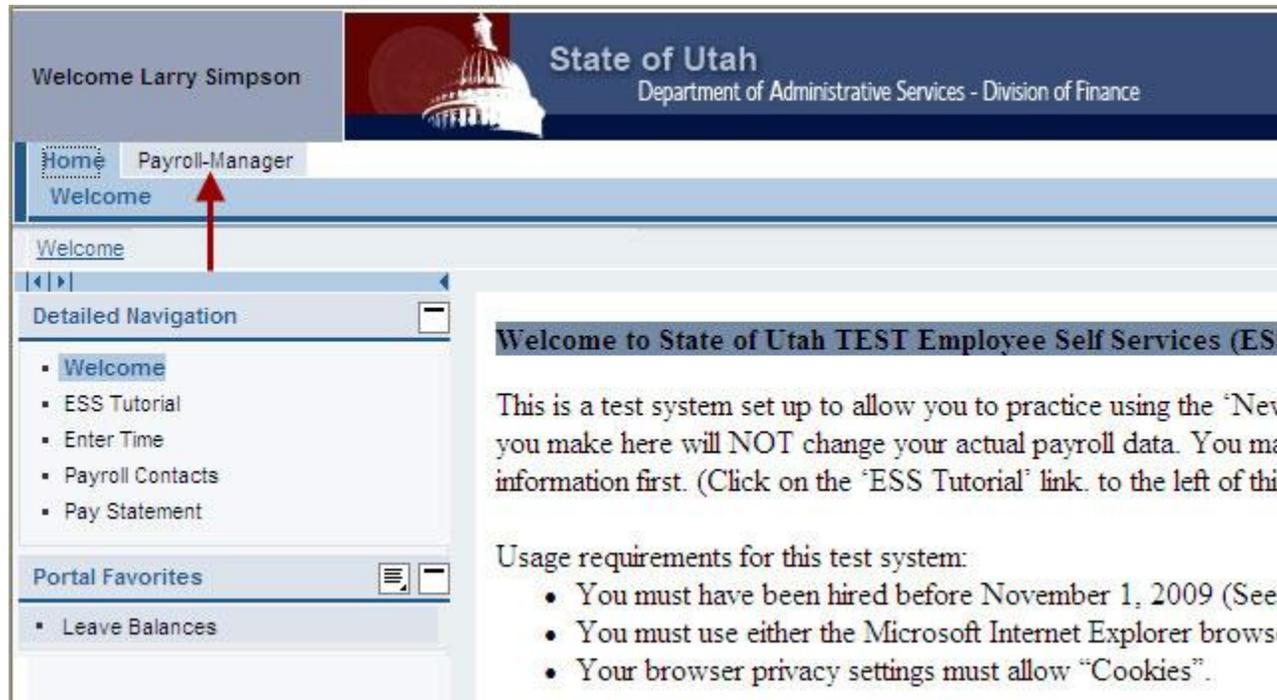


Approve Time and Other Pay Entries

This section provides instructions for how to Approve Time.

For a demonstration of the general process for approving/rejecting a timesheet, [click here](#).

You will still want to review the detail steps listed below.



- From the main page Click on the **Payroll Manager** Role tab



Detailed Navigation

- [OverviewM](#)
- Welcome
- ESS Tutorial
- Enter Time
- Payroll Contacts
- Pay Statement

Portal Favorites

- Leave Balances

Here is an overview of the payroll information and services you can access. Click on the underlined Area Name or Quick Link of your choice.



[Working Time](#)

Access time related data and activities such as: View leave balances and pay period/holiday schedules. If authorized, record your working time.

Quick Links

- [Record Working Time](#)
- [Certify Leave Balances](#)
- [Leave Balances](#)



[Payments and Benefits](#)

Access compensation data and activities such as: View/print your pay statements, benefit plans, W-2 forms and/or W-2 forms instructions.

Quick Links

- [Pay Statement](#)
- [View Benefits](#)
- [W-2 Forms](#)



[Employee Contacts](#)

Maintain your employee contact information. Locate your departments payroll staff.

Quick Links

- [Change Own Data](#)
- [Payroll Contacts](#)



[Personal Information](#)

Access personal data and activities such as: Change your direct deposits, your W-4 tax withholding, or your mailing address. Address changes in this portal only apply to the payroll system, please also notify DHRM.

Quick Links

- [Direct Deposits](#)
- [W-4 Tax Withholding](#)
- [Address](#)



[Employee's Time](#)

Approve other employee's time or view their leave balances.

Quick Links

- [Approve Time and Other Pay Entries](#)



- Click the **Approve Time and Other Pay Entries** Quick Link.

Home Payroll-Manager
 OverviewM | Working Time | Payments and Benefits | Employee Contacts | Personal Information | Employees Time

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Double Click on the Employee Number to Display the Timesheet

PERNR	Employee Name	Time Status	Pay Pd.	Pay Period Dates
111111	Mcelmurry, Brook E	AWAITING APPROVAL	16.2010	08/07/2010 - 08/20/2010
222222	Roner, Kenneth G	AWAITING APPROVAL	16.2010	08/07/2010 - 08/20/2010

- The employees for whom you approve time are displayed. (The default screen displays those you directly supervise and for whom you are authorized to approve time.)
- Click the **Indirect** button to see a list of [Subordinates](#) you may approve
- Click the **Alternate** button to see a list of employees for whom you are the [alternate approver](#)
- Click on the **Employee Number** for the employee whose time you want to **Review/Approve**.

Home Payroll-Manager
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Personnel Number / Name: 222222 Kenneth G Roner
 FLSA Overtime (OT) Rule: Work Over 80 @ 1.0 OT Election (C=Comp T=OT): C
 Date Entry Period: 08/07/2010 - 08/20/2010 Time Entry Profile: Standard Time Entry - ESS Change

Time Sheet Area

AVAType	Wage...	Task	Totals	SA 08/07	SU 08/08	MO 08/09	TU 08/10	WE 08/11	TH 08/12	FR 08/13	SA 08/14	SU 08/15	MO 08/16	TU 08/17	WE 08/18	TH 08/19	FR 08/20
Σ			84.00			10.00	10.00	10.00	10.00	2.00			10.00	10.00	10.00	10.00	2.00
A			10.00						10.00								
D8			4.00							2.00							2.00
WORK			70.00			10.00	10.00	10.00					10.00	10.00	10.00	10.00	

- To start the approval process, click the **Approve** button.

Home Payroll-Manager

OverviewM | Working Time | Payments and Benefits | Employee Contacts | Personal Information | Employees Time

Welcome > OverviewM > Approve Time and Other Pay Entries

Personnel Number / Name: 222222 Kenneth G Rorer

FLSA Overtime (OT) Rule: Work Over 80 @ 1.0 OT Election (C=Comp T=OT): C

Display Messages

Personnel No.	Name	Date	Status	Type	Error Message
222222	Kenneth G Rorer	08/13/2010	●●●	W	On-Call
222222	Kenneth G Rorer	08/20/2010	●●●	W	On-Call

try - ESS

/12	FR 08/13	SA 08/1
0.00	2.00	
0.00		
	2.00	

- The messages display in the pop up window. (This employee recorded "On-Call" time.)
- Click the continue link after reviewing the messages.

Home | Payroll-Manager

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Welcome > OverviewM > Approve Time and Other Pay Entries

Personnel Number / Name: 222222 Kenneth G Roner
 FLSA Overtime (OT) Rule: Work Over 80 @ 1.0 OT Election (C=Comp T=OT): C

Approve Time Entry

Summary and Certification	Total Hrs	Week 1	Week 2
Work Time	70.00	30.00	40.00
Paid Leave	10.00	10.00	
Holiday (estimated based on time entered)			
Total Work Time and Paid Leave	80.00	40.00	40.00
Unpaid Leave			
Shift Differential			
On-Call	4.00	2.00	2.00
Total Hours Entered (excludes holiday)	84.00	42.00	42.00
Other Pay			

By approving, I certify that the entries are accurate and complete.

- Review the **Summary and Certification** screen.
- Click the **Approve** button to approve the timesheet.

Home Payroll-Manager

OverviewM | Working Time | Payments and Benefits | Employee Contacts | Personal Information | Employees Time

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Personnel Number / Name: 222222 Kenneth G Roner

FLSA Overtime (OT) Rule: Work Over 80 @ 1.0 OT Election (C=Comp T=OT): C

Date Entry Period: 08/07/2010 - 08/20/2010 Time Entry Profile: Standard Time Entry - ESS Change

Next Employee To Selection Leave Balance Print

Time Sheet Area

AVAType	Wage...	Task	Totals	SA 08/07	SU 08/08	MO 08/09	TU 08/10	WE 08/11	TH 08/12	FR 08/13	SA 08/14	SU 08/15	MO 08/16	TU 08/17	WE 08/18	TH 08/19	FR 08/20
			84.00			10.00	10.00	10.00	10.00	2.00			10.00	10.00	10.00	10.00	2.00
A			10.00						10.00								
D8			4.00							2.00							2.00
WORK			70.00			10.00	10.00	10.00					10.00	10.00	10.00	10.00	

- To view another employee click the **Next Employee** button.
- To return to the employee selection screen click the **To Selection** button.