


Quick Guide: Approve Timesheets

Overview: Timesheets are submitted by the employee or via the timesheet workflow based on the Bi-weekly or Semi-monthly payroll period due dates. Supervisors can view and approve pending timesheets in a variety of ways within the *MyTime Dashboard*.

1. *My Team Timekeeping* icon (located on the *Home* or *Team* Tab)
2. The  *Bell* icon > [My To Do Items](#)
3. [Timesheets Pending Approval](#) widget (located on the *Team* tab)

*Pending timesheets are timesheets awaiting approval




Contents

Timesheet Approval Workflow	1
Approval Navigation Options	2
My To Do Items.....	2
Timesheets Pending Approval	3
Timesheets Awaiting My Approval	3
Missing In or Out Timesheet Punches	4
Approving Overtime (unapproved hours).....	5

Timesheet Approval Workflow

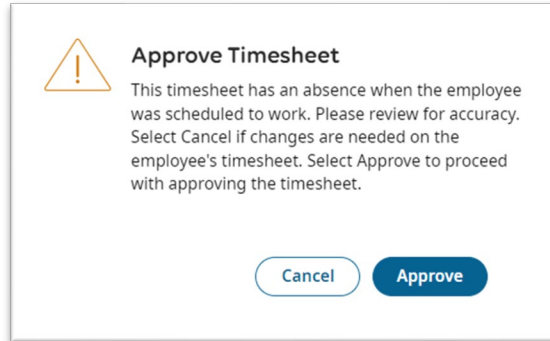
- Approved timesheets will route to the next supervisor in the workflow, if applicable. Fully approved timesheets will immediately route to the payroll closing process.
- Fully approved timesheets do not allow further editing by the employee or supervisor.
- Supervisors can view the approval process by running the *UMW Pay Period End Approval Report* located in the *My Saved Reports*.

Rejected timesheets will provide an Outlook email and *in app notification* to the employee for review and editing requirements. Rejected timesheets require supervisor comments that can be read by the employee. The resubmission of the timesheet will re-fire the full timesheet approval workflow.

 MyTime will not allow Timesheets to be approved if any of the following conditions exist:

1. Outstanding timesheet *Change Requests*
2. Outstanding *Requests for Time Off*
3. [Missing *In or Out* timesheet punches](#)

Alerts will be provided for scheduled employees if an absence is noted for a scheduled work day, but approval is allowed.




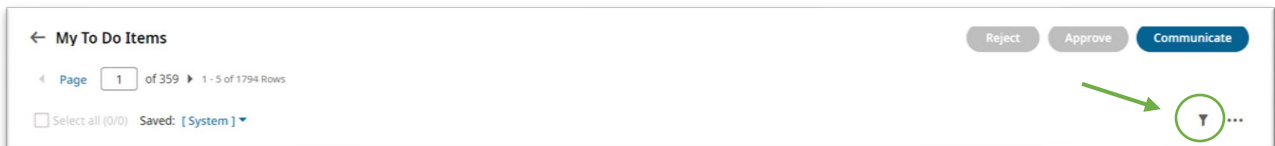
Approval Navigation Options

My To Do Items

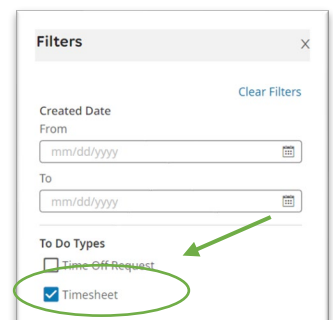
All timesheets, along with other timesheet approval requirements such as leave and change requests; will be listed in the *My To Do Items* tab in date order.

Navigate: *Dashboard > Home tab > Bell icon > My To Do Items*

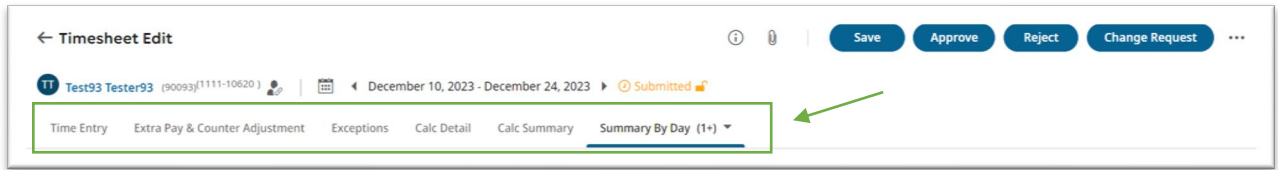
Use the filter  icon to review Outstanding Change or Leave Requests for the pay period.



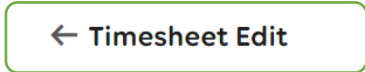
1. Select the filter icon > Select *Timesheet* > *Apply*. The first timesheet will be displayed in the reading pane. Additional Timesheets will be listed in the left-hand column.
 - Each timesheet will show employee name, pay period, grand supervisor and links to *Open Timesheet* and *View Workflow*.
 - Timesheets can be approved or rejected on this view.
2. Select *Open Timesheet* to validate the timesheet entries and other timesheet tabs as appropriate.



3. Timesheets can be approved, edited, or rejected while on any timesheet tab.









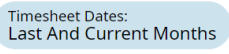

4. To navigate back to *My To Do Items*, use the *Timesheet Edit* back arrow.



Timesheets Pending Approval

This option provides a spreadsheet (report) view of all employees, *Raw* hours, and timesheet *Unapproved Time Entries*, and *Comments*. Various icons allow for editing or views to the timesheet and employee information. Filtering is available for date range changes.

Navigation: *Dashboard>Team Tab>My Team Timekeeping icon>Timesheets Pending Approval*

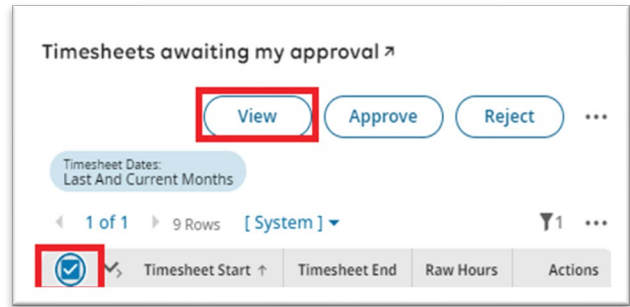
	Click to check mark and approve the timesheet while on the <i>Timesheet (Pending Approval)</i> form. All timesheets can be selected by use of the box icon located to the far left of the form. Open the dropdown to select all timesheets.	
	Select to Edit timesheet . Timesheet will open on the <i>Summary By Day</i> tab for exempt employee classifications. Timesheet can be approved, rejected, or edited via this link.	
	Time Entries Audit Trail Report . View only display of timesheet changes such as time off, start and end dates, logins, and timesheet comments.	
	Preview Timesheet for lunch cancellations, Unapproved time and Activities. Editing not available with this view.	
	Drill down to the Employee Information profile to view information such as supervisors, pay, leave, schedules and employee classification with use of the side <i>Jump To</i> navigation feature.	
	Change the dates by clicking on the <i>Timesheet Dates</i> calendar or the filter icon.	
	Open the horizontal ellipsis to <i>Add/Remove</i> columns or <i>Reset</i> to remove added filters and columns to original default.	

Timesheets Awaiting My Approval

The *Awaiting Approval* widget allows the same functionality as the *Timesheets Pending Approval* widget in addition to the scroll feature for individual timesheet review within the *Timesheet Entry* tab.

Navigation: *Dashboard > Team Tab > Timesheets Awaiting Approval* widget

1. Click on the check box beside the *Timesheet Start* column
2. Select the *View* button
3. Opens the scroll feature on the *Timesheet Edit* timesheet
4. Review each timesheet



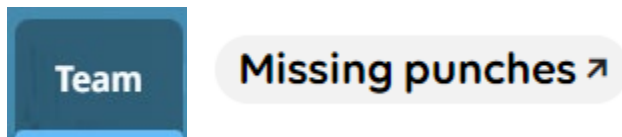
Note: You can mass approve Timesheets by using the *Timesheet Edit* back arrow. Select timesheets by using the check box feature, then select *Approve*.



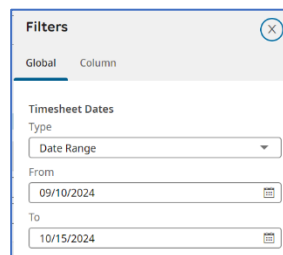
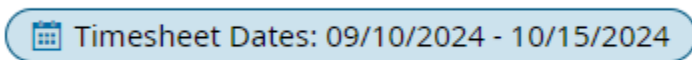
Missing In or Out Timesheet Punches

Timesheet Approval Timesheet is not allowed with missing timesheet punches. Missing punches can best be viewed via the *Missing punches* widget. Supervisors- before editing the timesheet for a missed punch, make sure your employee did not submit a *Time Change Request*.

Navigation: *Dashboard>Team tab>Missing Punches*.

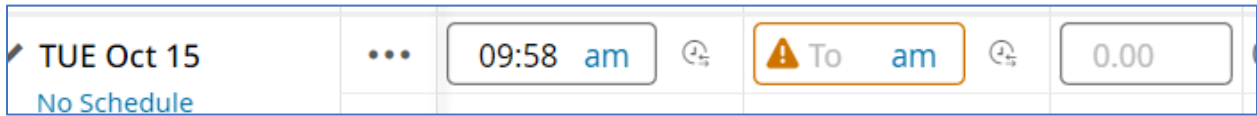


1. Click on the title *Missing punches* to open the view
2. Change the date range to exclude missed punches for current day by clicking on the blue calendar and selecting the proper date range from the filter box. At the bottom of the filter, select the *Apply* button.



3. The listing will display the missing *Start* (In punch) and *End* (Out punch) per employee and day.

4. To the left of the employee ID, select the pencil icon to drill down to the timesheet. Missing punches are highlighted on the Time Entry tab.



5. Click within the field to add the missing punch.

6. On the top right of the timesheet, Click on the *Save* button twice to ensure the change was applied.



Approving Overtime (unapproved hours)

Supervisors must manually approve overtime **before** approving the employee Timesheet.

Approving a timesheet before approving *Unapproved Hours* will prevent the unapproved hours from appearing on the employee timesheet.

To approve unapproved hours:

1. Open the employee timesheet
2. Select the cell in the *Approve Unapproved Hours* column corresponding to the day containing unapproved hours.
3. From the pop-up window select *approve unapproved hours*.
4. Approve employee timesheet

