Create & Approve Timesheets (Time Administrators)

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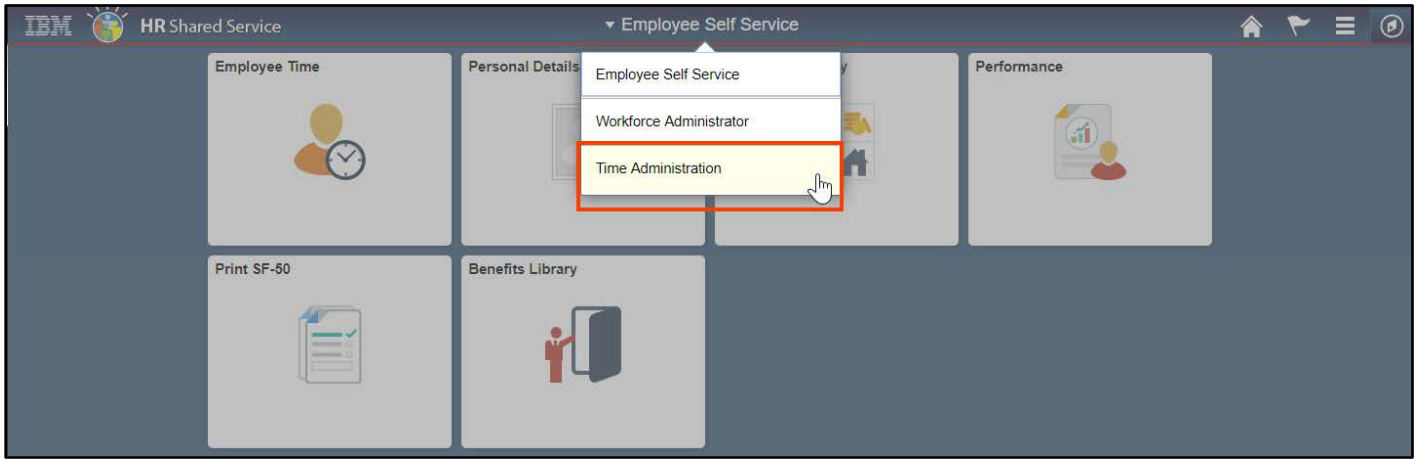
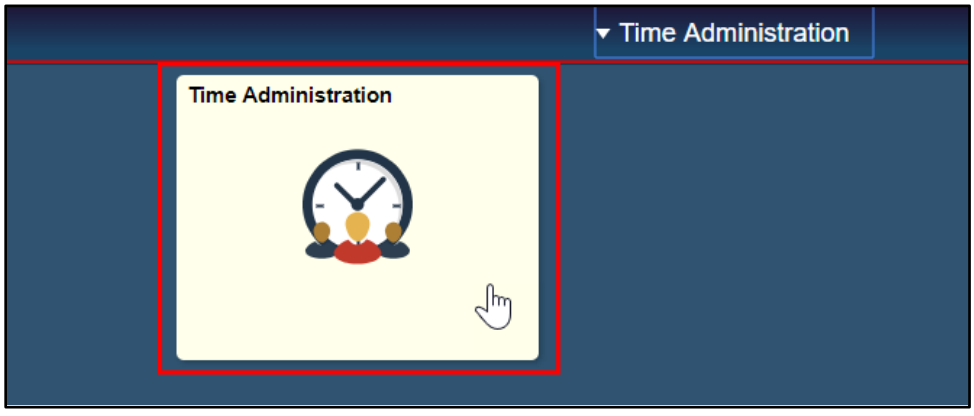
Create a Timesheet for an Employee (as Time Administrator)

1. From the Employee Self Service home page, select the drop-down at the top of the screen, and choose **Time Administration**.
    a. *Follow these instructions to add the Time Administration page/tile to your homepage.*

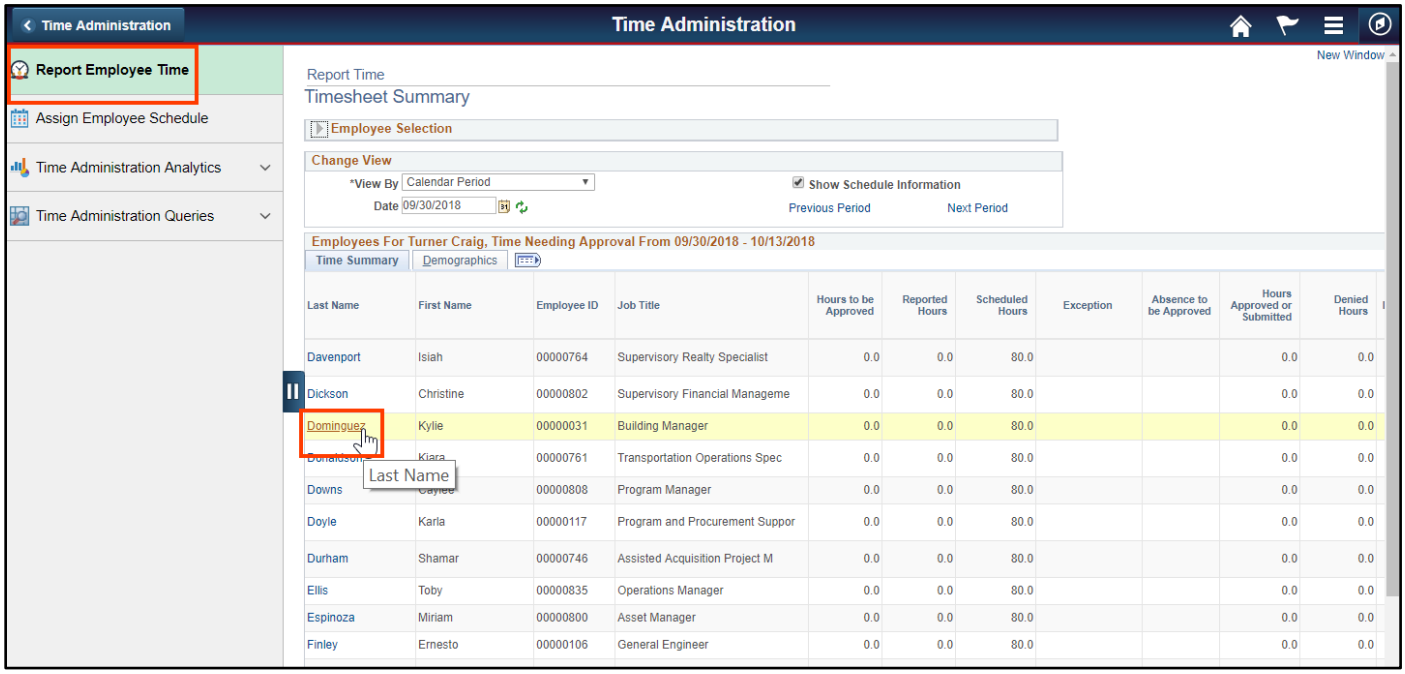


2. Select the **Time Administration** tile.

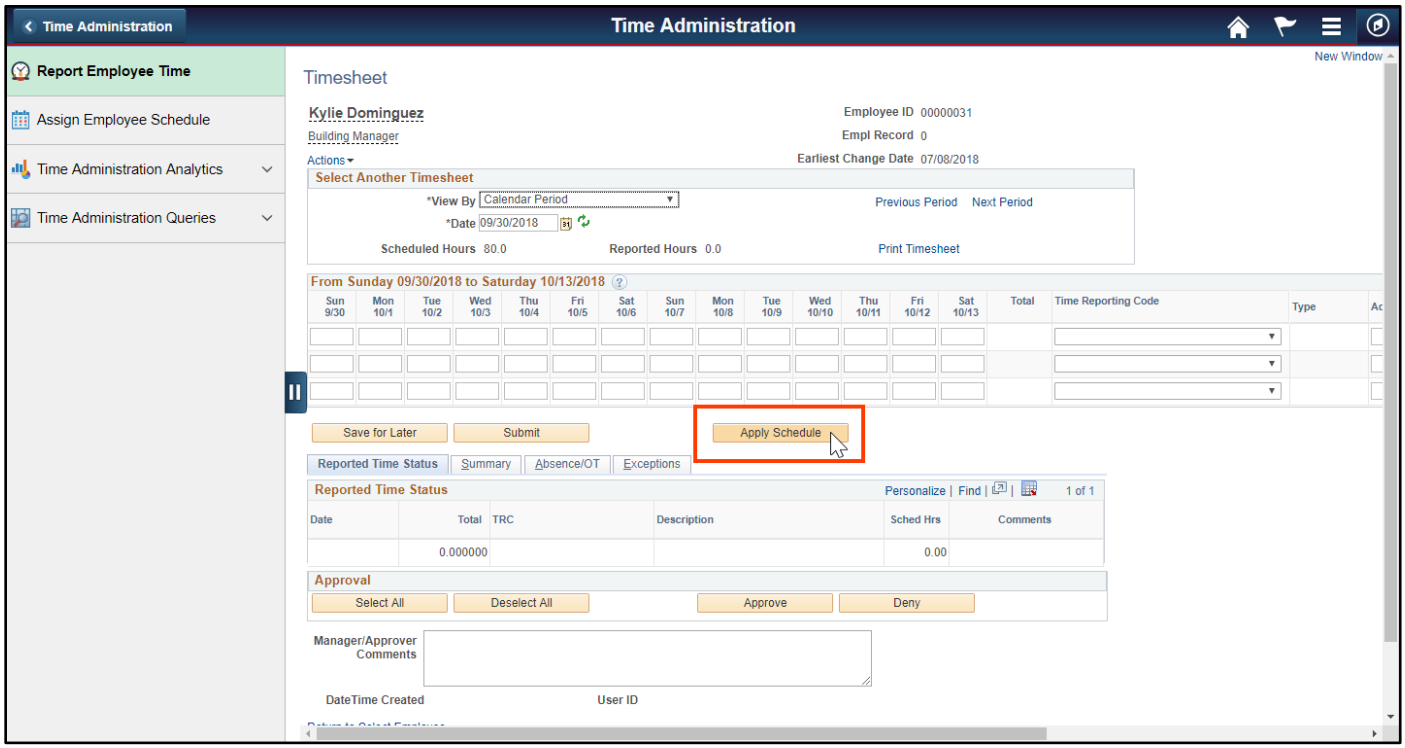


    a. *It might take a moment for the Time Administration page to load.*

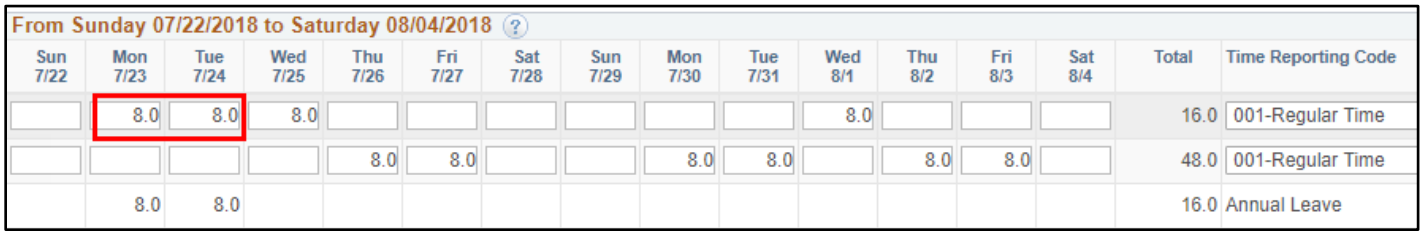
3. HR Links will default to the **Report Employee Time** tab. From there, choose the employee whose timesheet you want to create.



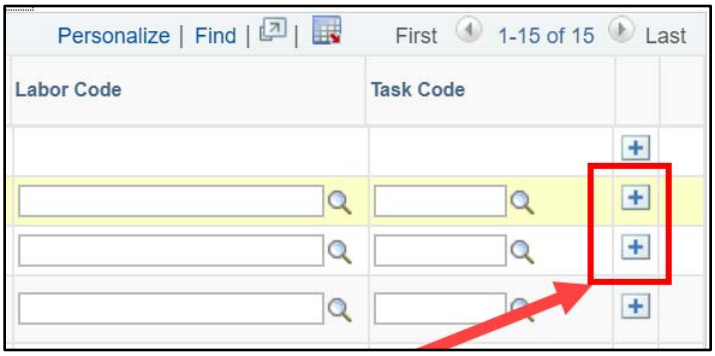
4. The current pay period will appear. Select the **Apply Schedule** button to populate the timesheet with the employee's base schedule.



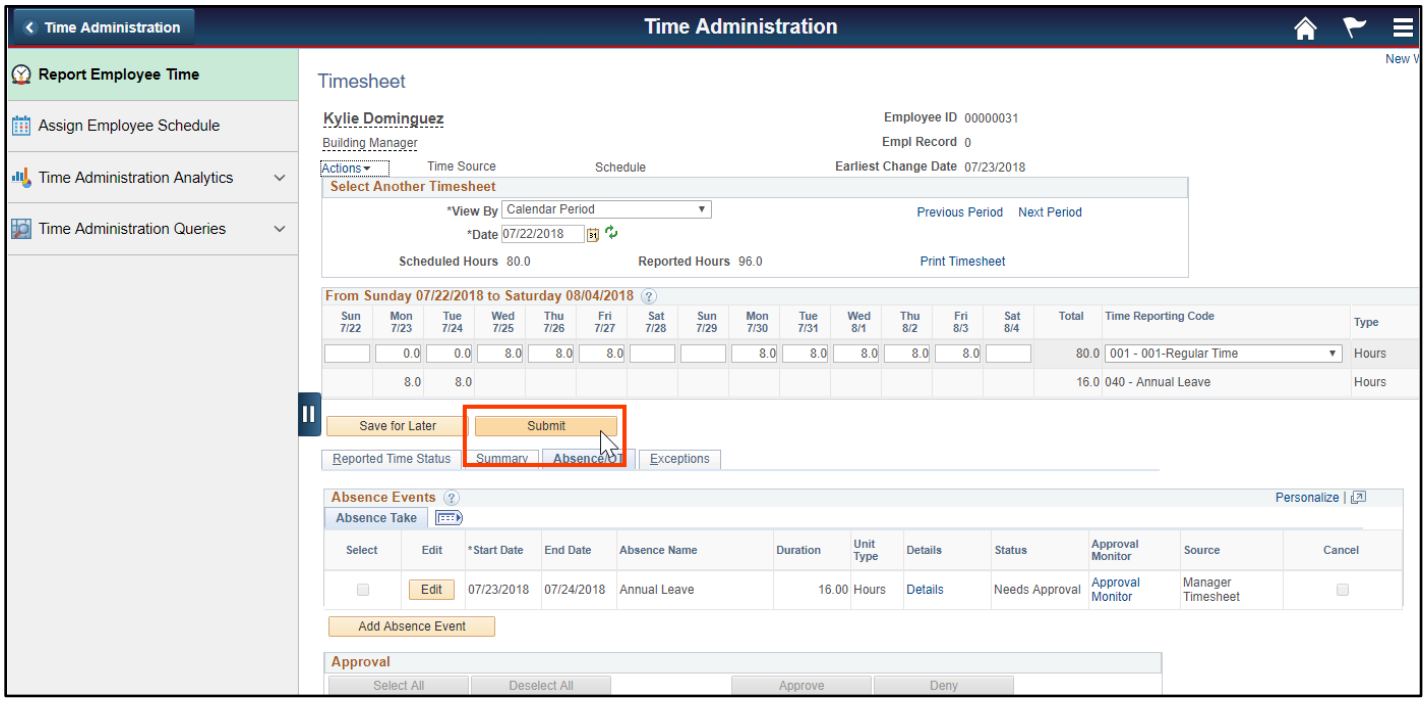
5. If absences or overtime from the Absence/OT tab have been added, make the necessary changes to the timesheet to ensure there are no exceptions.
    a. *In the image below, the base schedule has been applied to the pay period. However, you need to account for two days (7/23 and 7/24) of annual leave. The highlighted work hours must be deleted.*



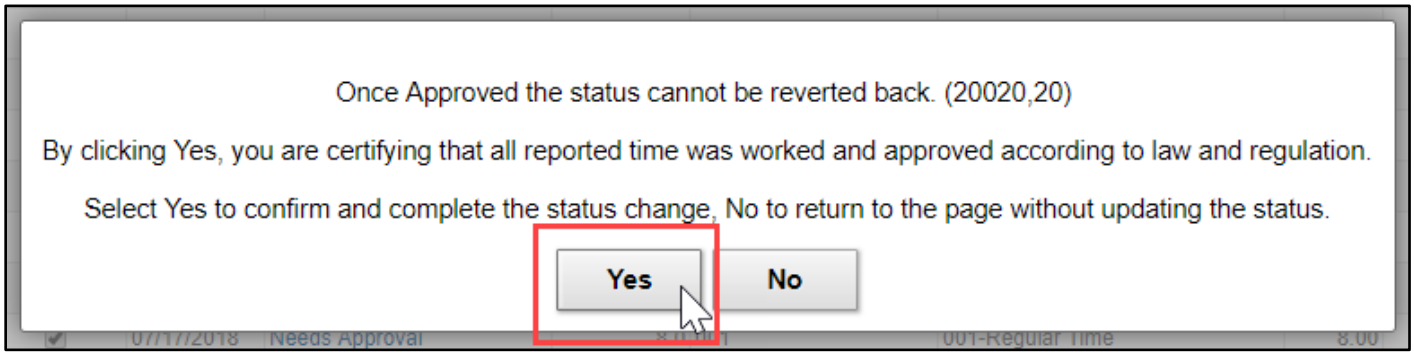
    b. *Additional rows can be added for labor or task codes by clicking the **plus sign (+)** on the right side of the timesheet. (Alternatively, click the **minus sign (-)** to delete a row.)*



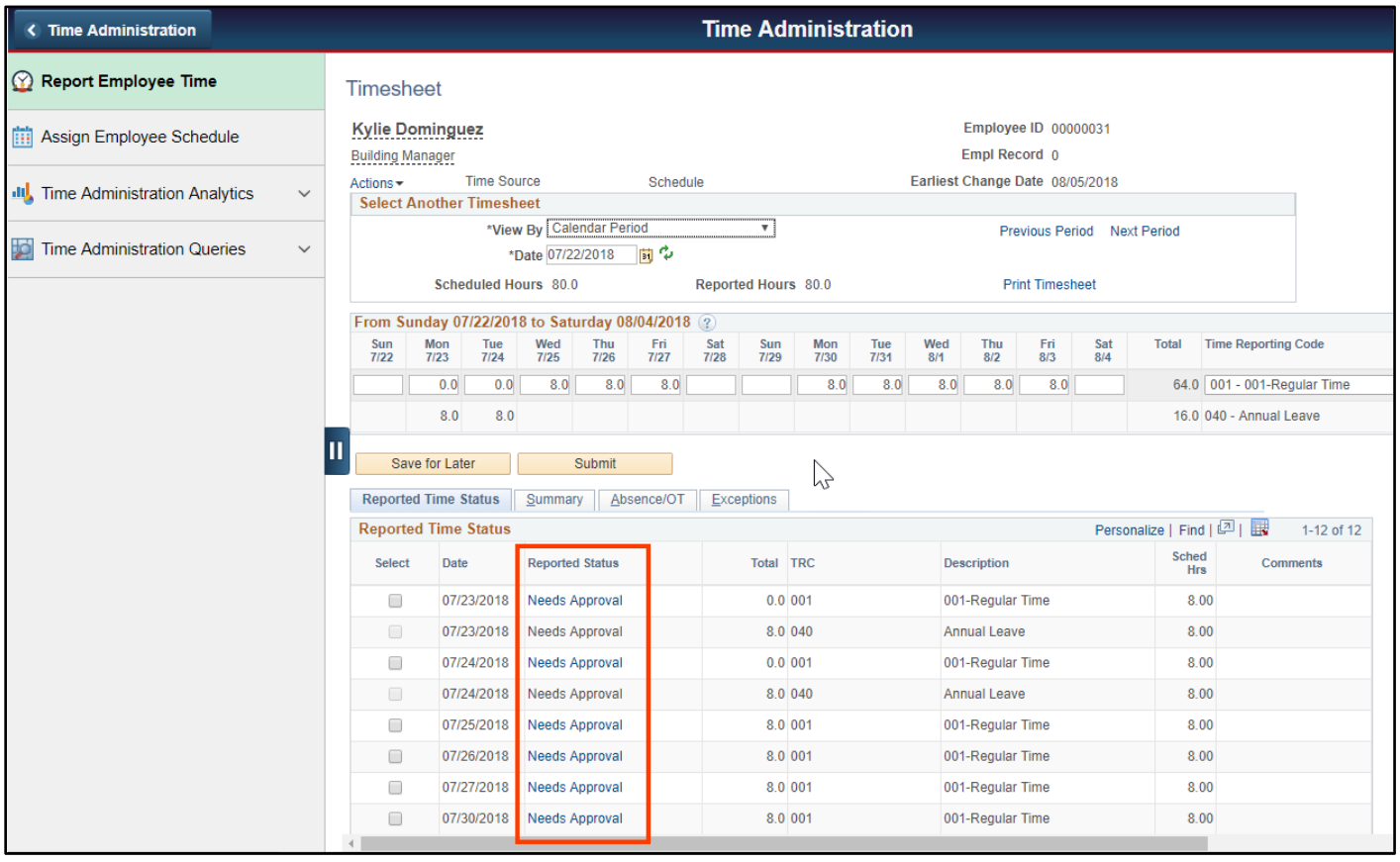
6. Once completed, select **Submit** to process the timesheet.



7. Review the attestation message, and choose the **Yes** button.



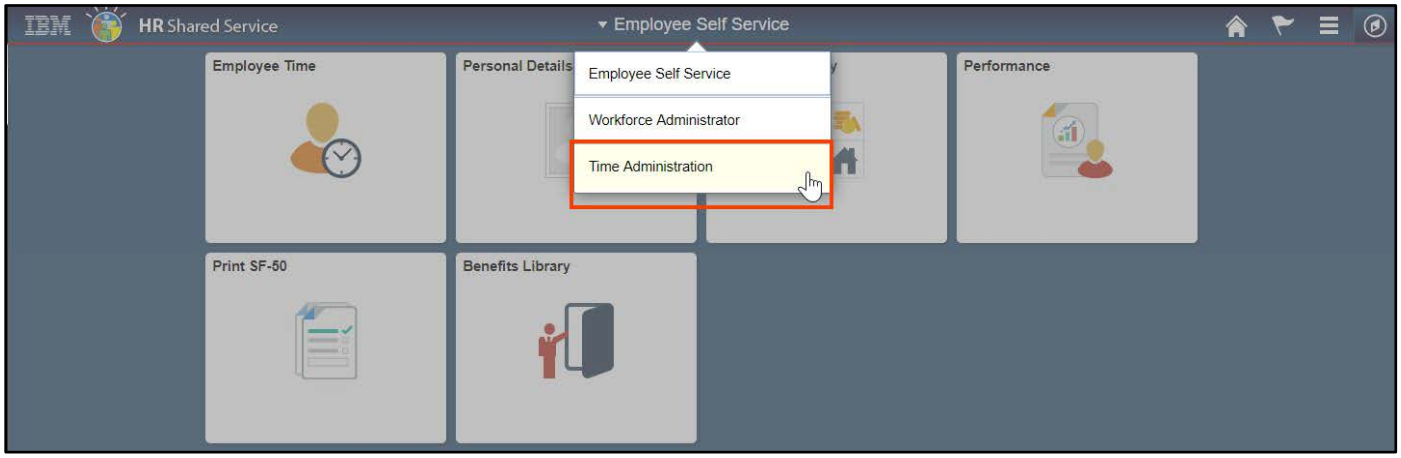
8. You will return to the timesheet and see that the Reported Time Status section shows **Needs Approval** as the reported status.
9. **You have successfully created the timesheet. You (as the time administrator) can now approve it.** Read the following section to learn how to approve the timesheet.



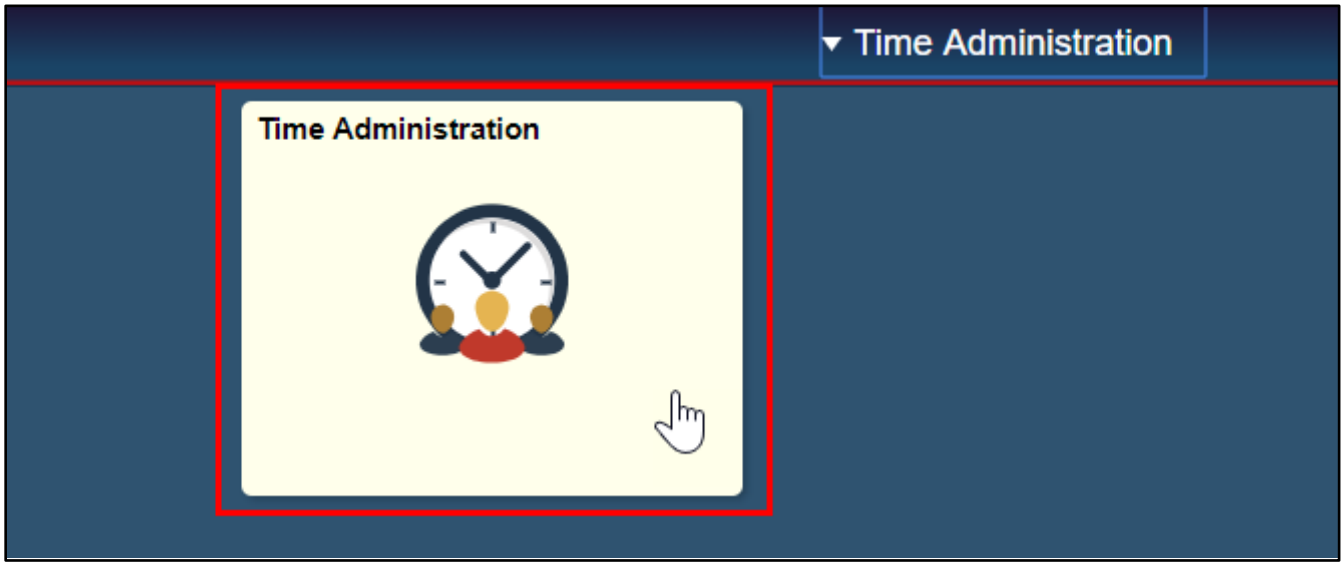
Approve a Timesheet (as Time Administrator)

*Learn how to run a report to see which timesheets have not been sent and need to be approved by reviewing the **How to Run Reports (Time Administrators) job aid**.*

1. From the Employee Self Service home page, select the drop-down at the top of the screen, and choose **Time Administration**.
    a. *Follow these instructions to add the Time Administration page/tile to your homepage.*

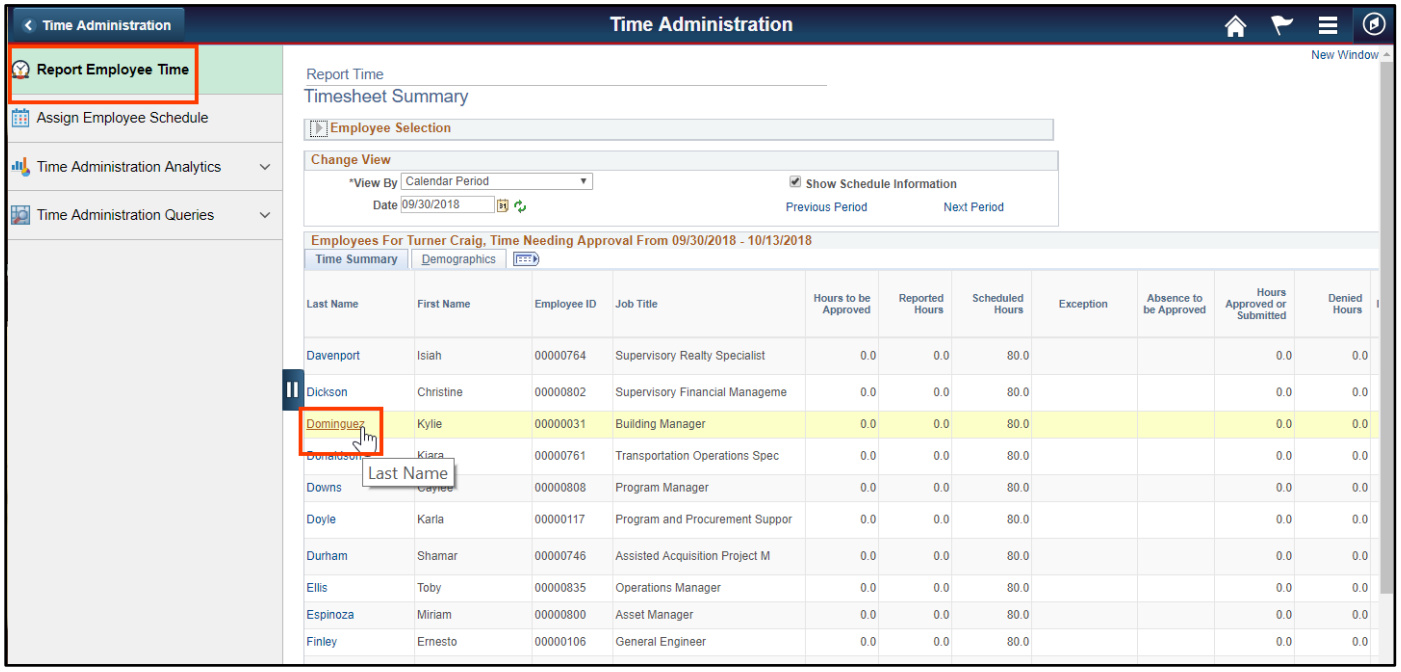


2. Select the **Time Administration** tile.



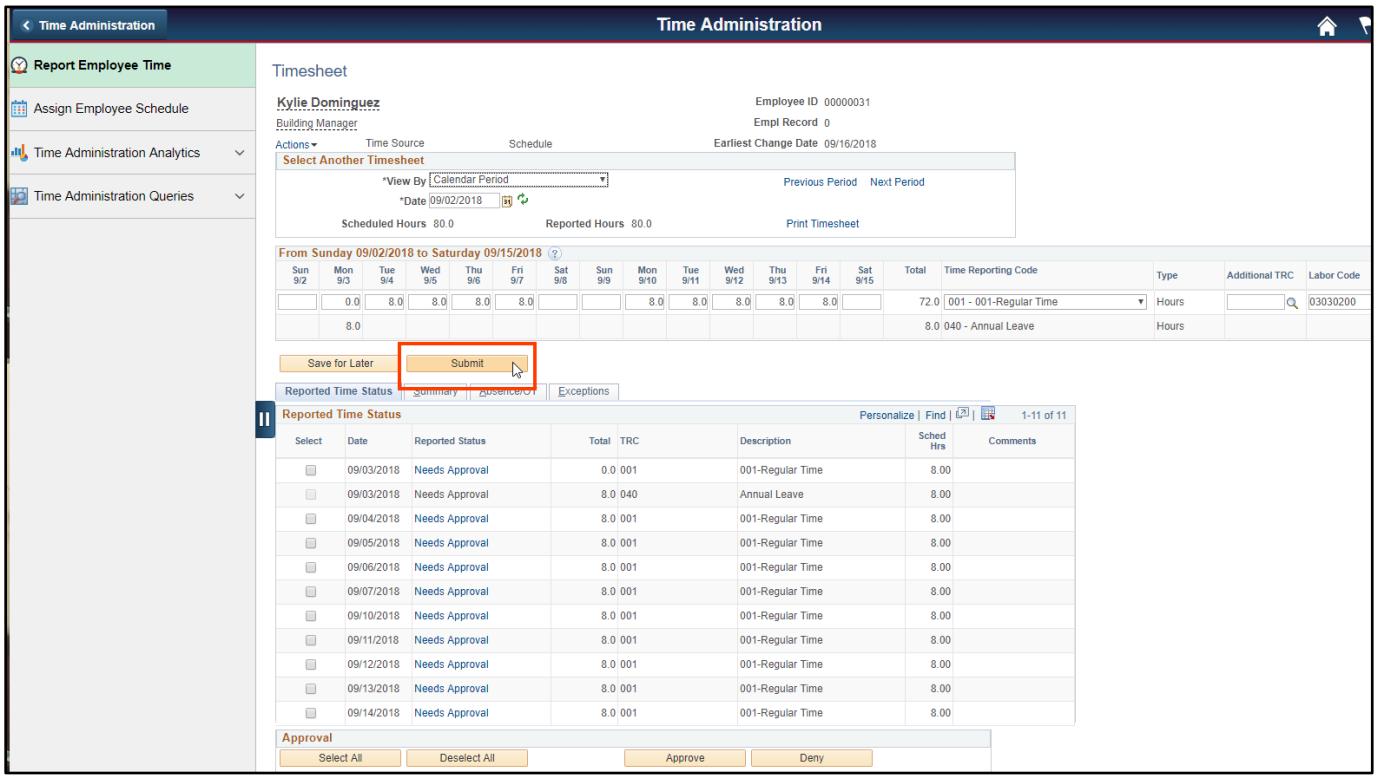
    a. *It might take a moment for the Time Administration page to load.*

3. HR Links will default to the **Report Employee Time** tab. From there, choose the employee whose timesheet you want to approve.

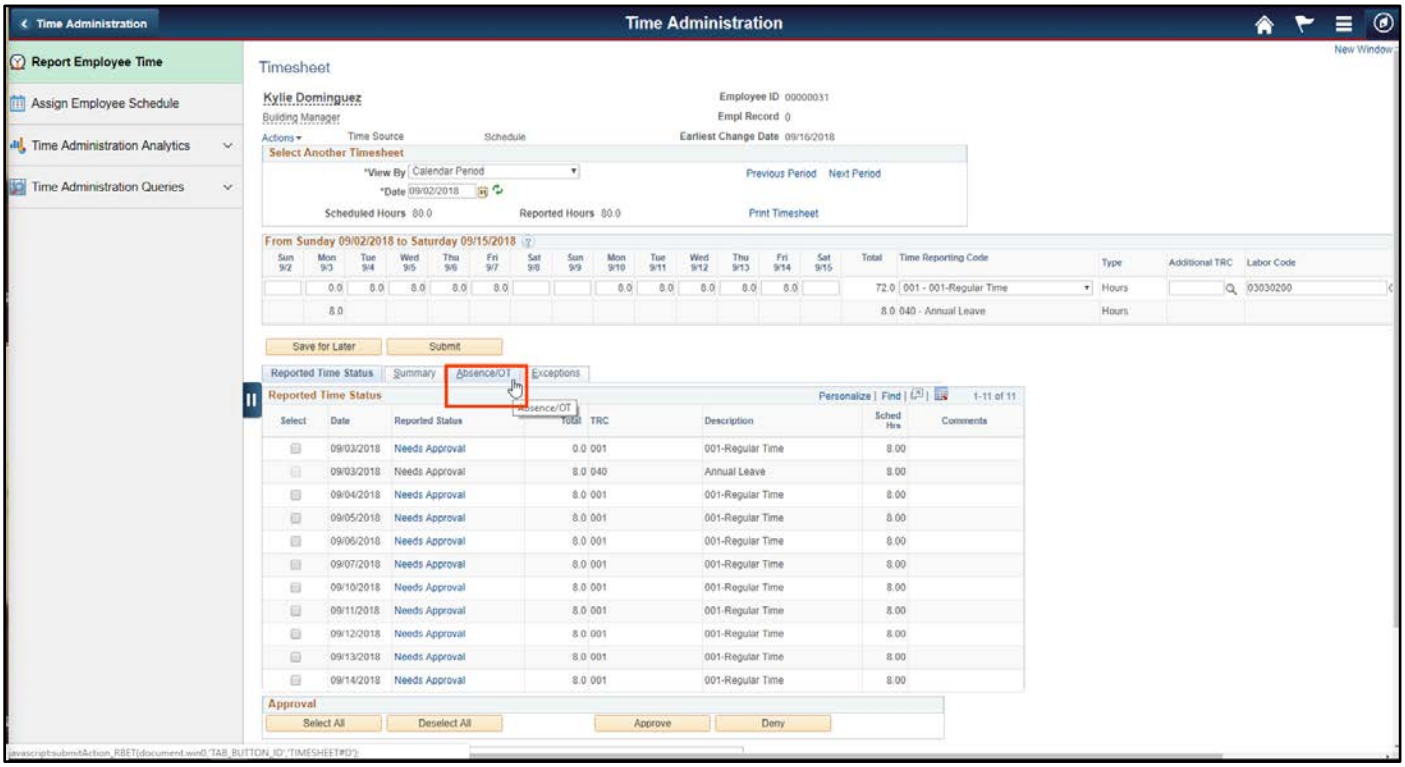


a. *Review the timesheet to ensure that regular hours are removed from the days where an absence is requested.*

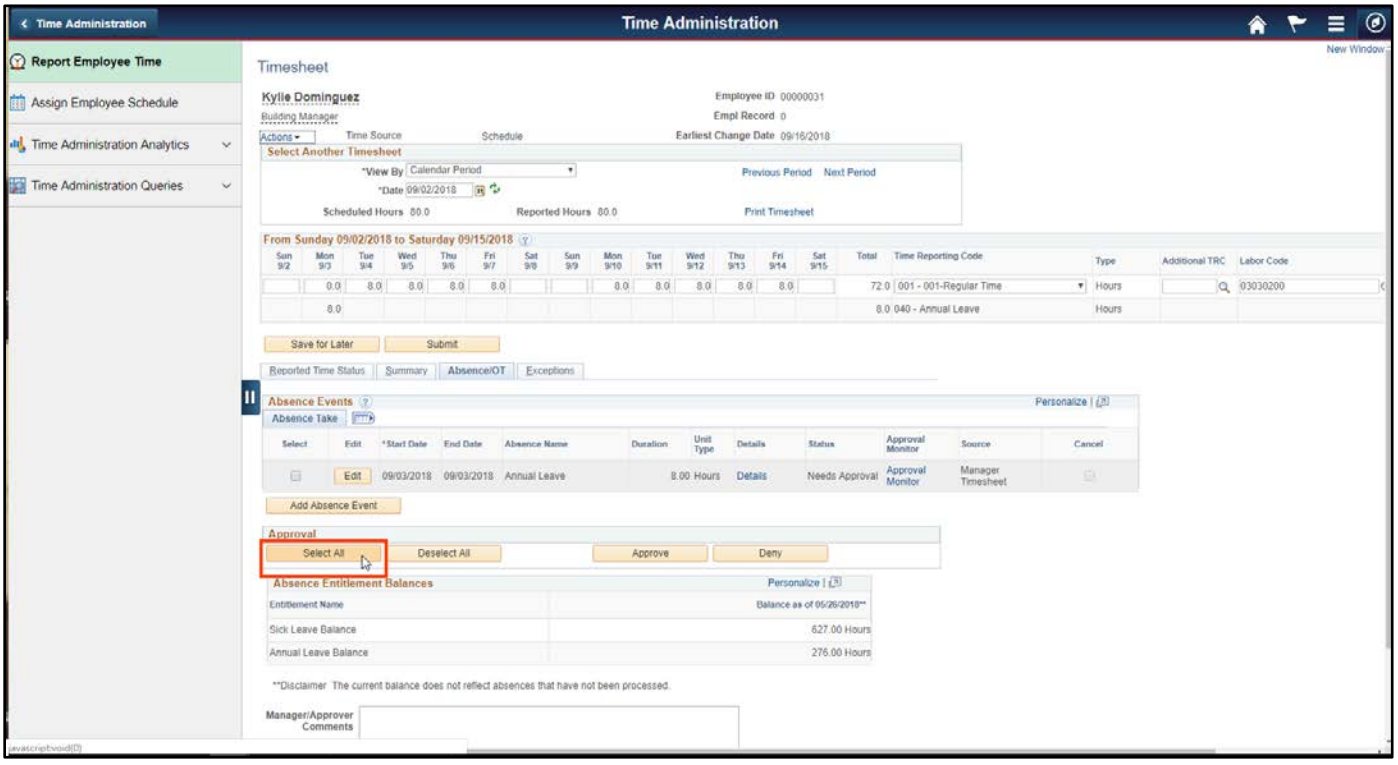
4. Click the **Submit** button to ensure there are no exceptions that need to be addressed.



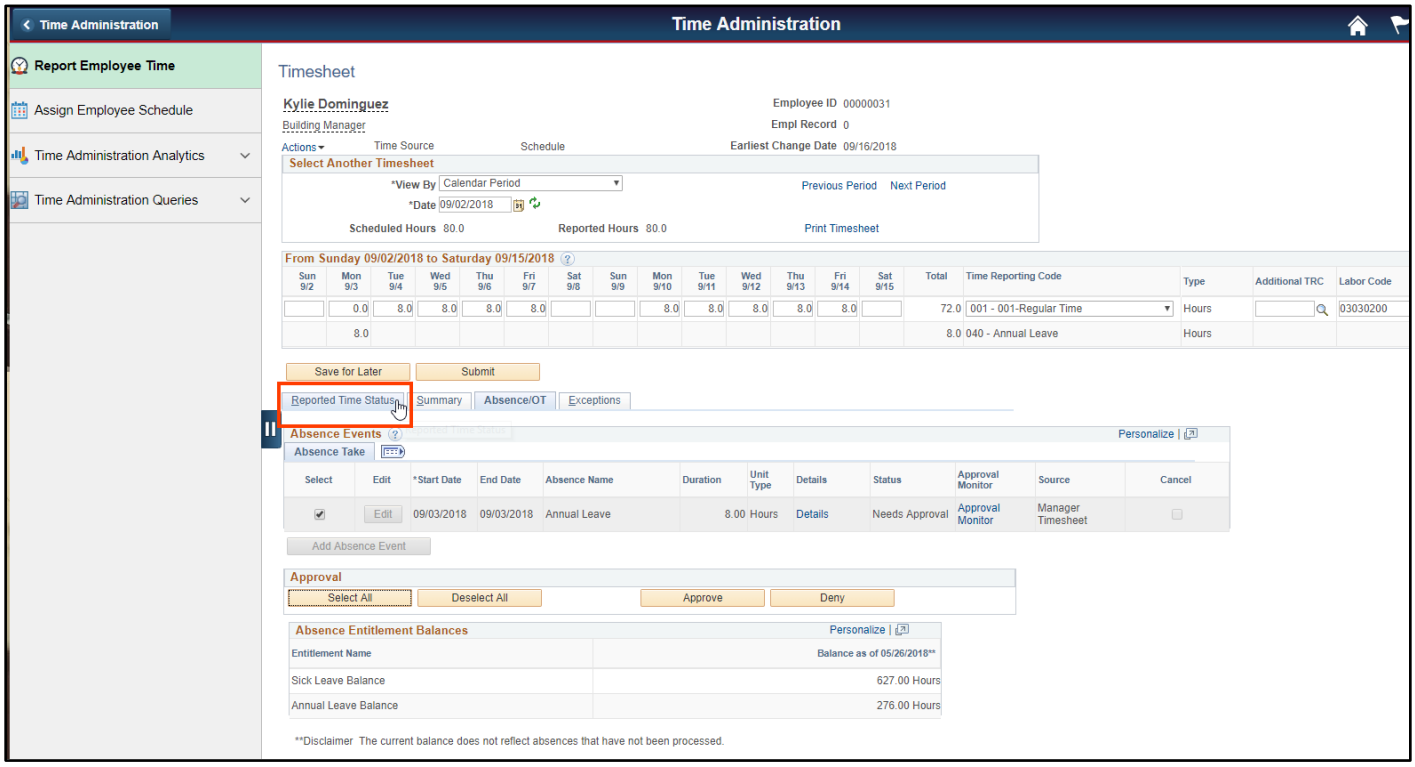
5. Go to the **Absence/OT** tab.



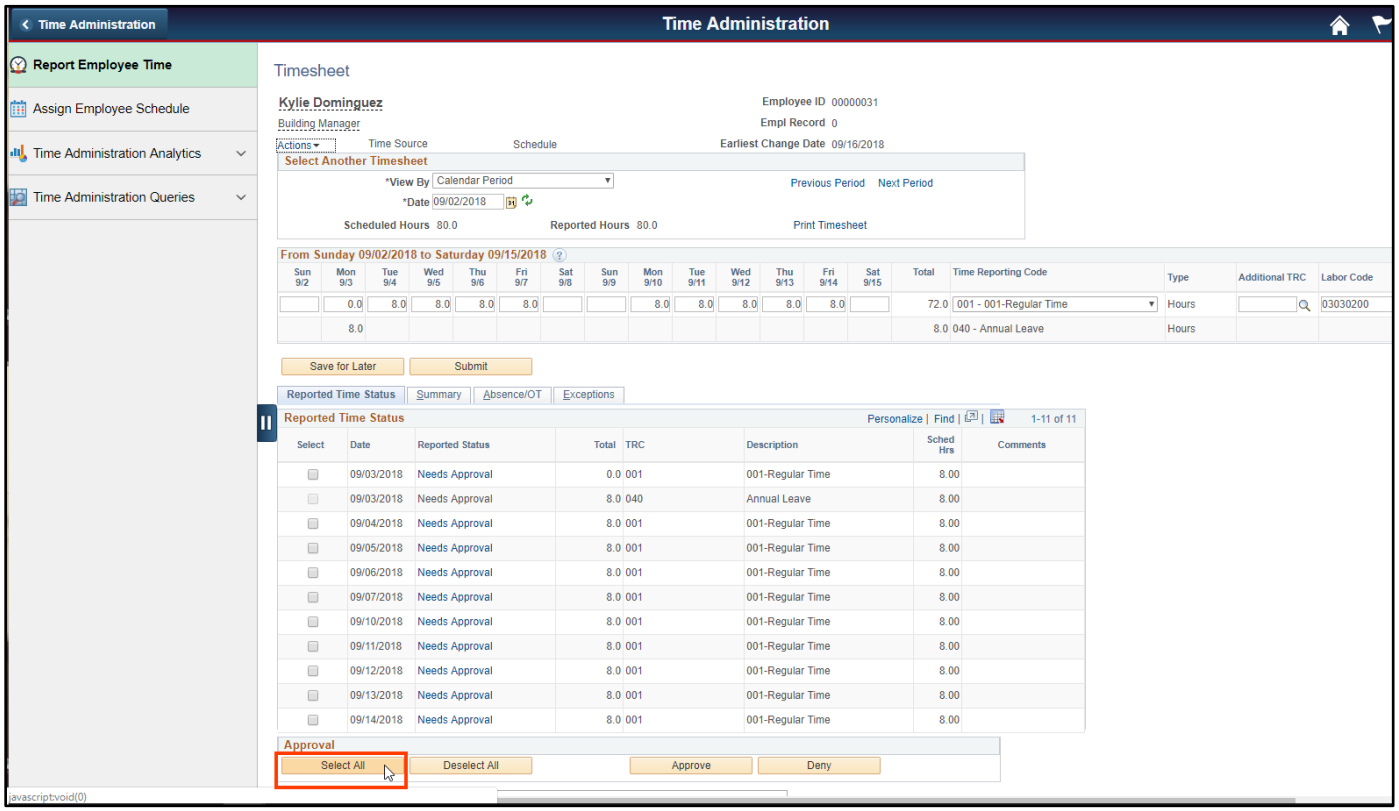
6. From the Absence/OT tab, choose the **Select All** button. A check mark will appear at the beginning of each row.



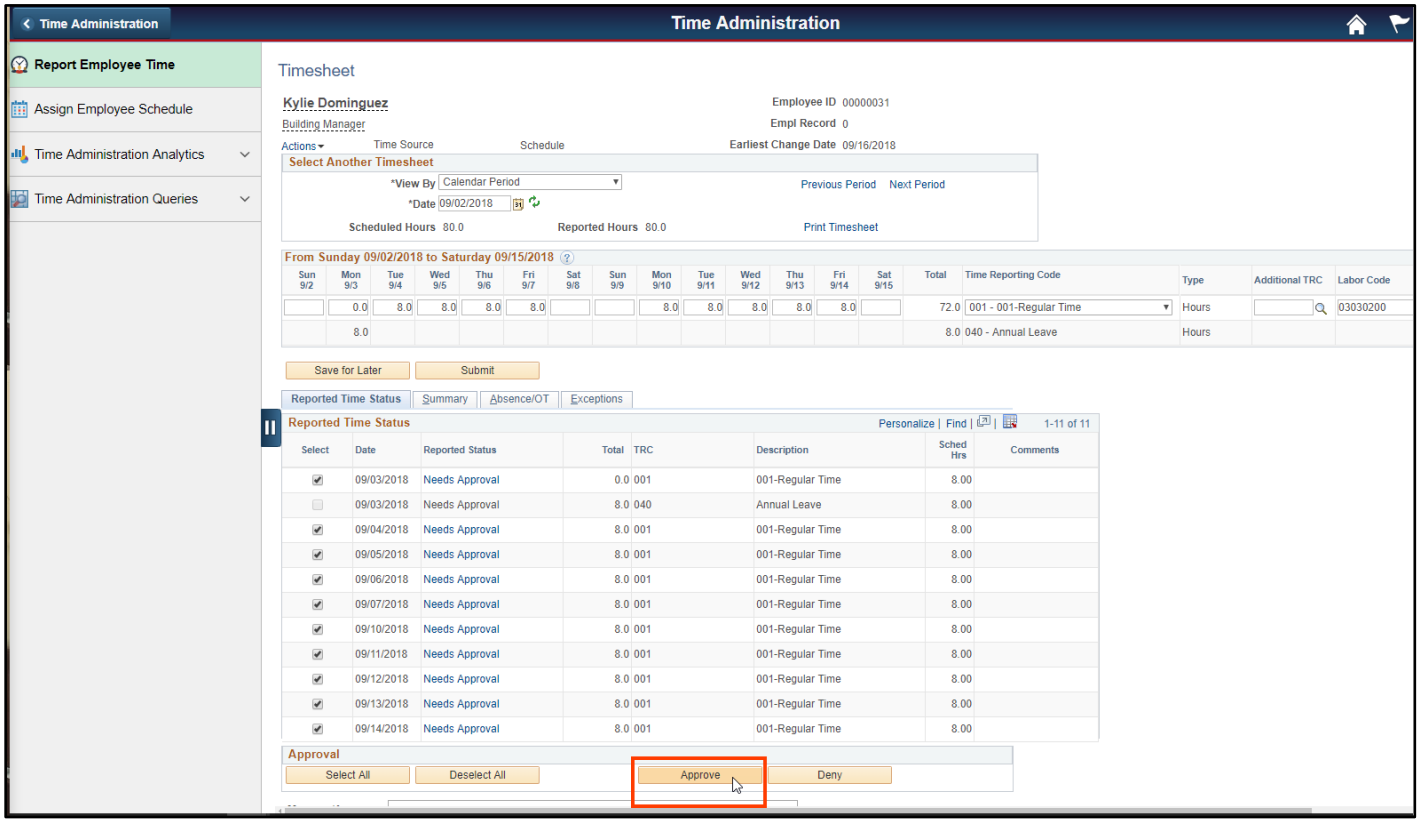
7. Go to the **Reported Time Status** tab.



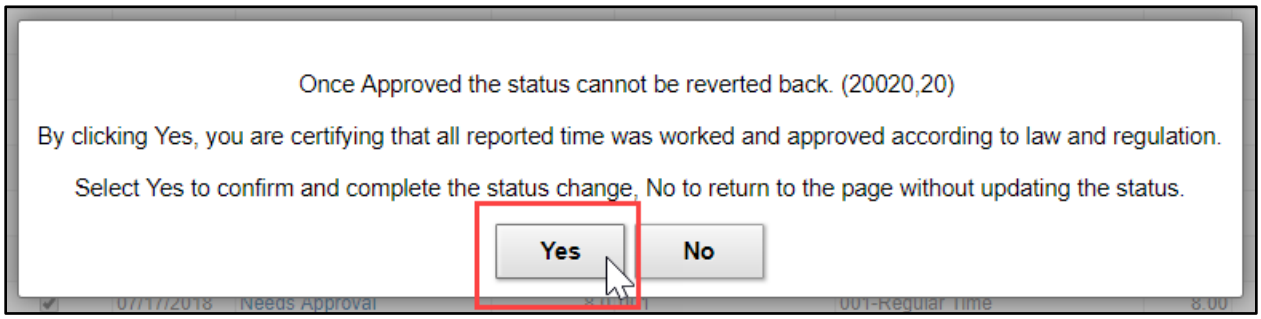
8. On the Reported Time Status tab, choose the **Select All** button.

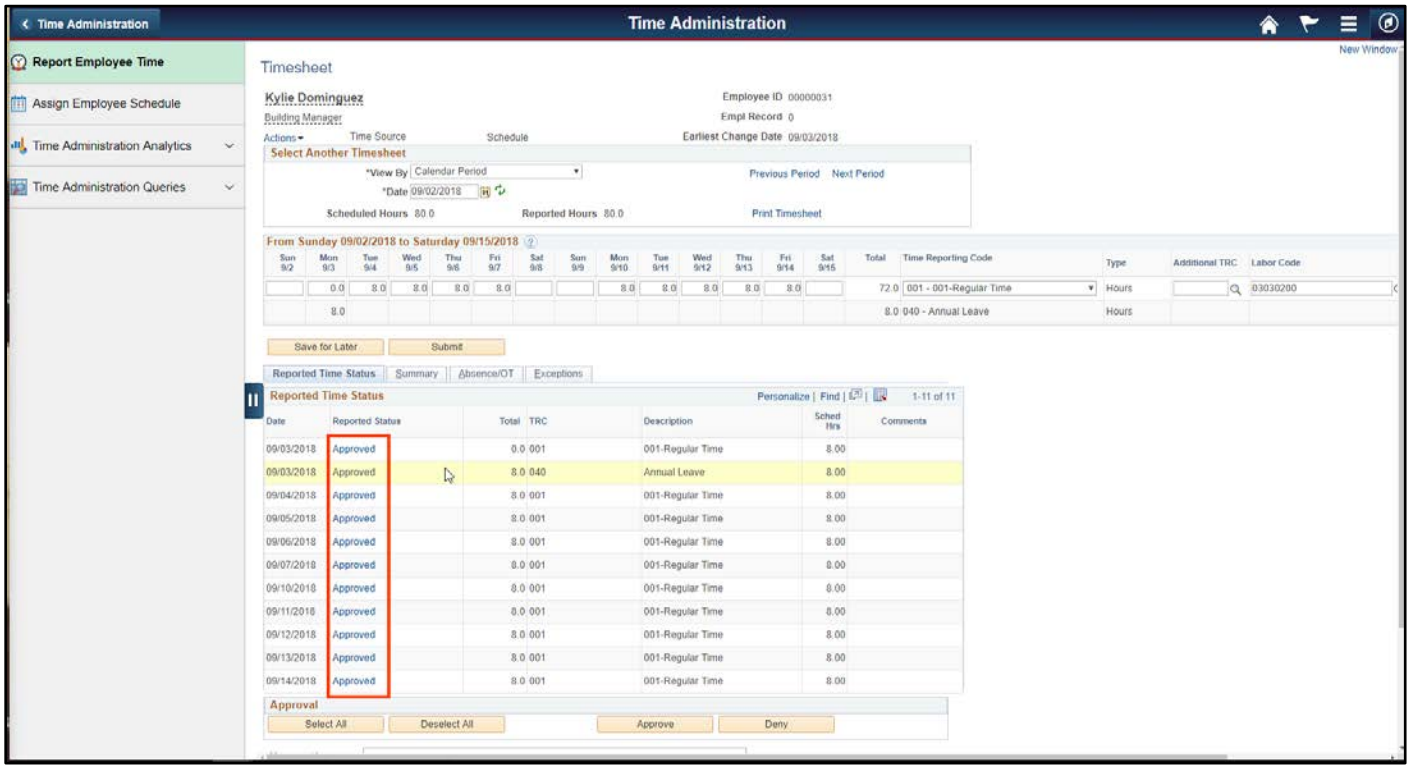


9. Select the **Approve** button, which will approve items on both the Absence/OT tab and the Reported Time Status tab.



10. Review the attestation message, and choose the **Yes** button.



11. You will receive an approval confirmation message. Select **OK**.

12. The timesheet submissions will appear as **Approved** in the Reported Time Status tab. **The timesheet has been approved for processing. No further action is needed at this time.**