Approving Timesheets

Supervisors must approve the timesheets of their employees in MyU. Supervisors should be familiar with the governing contracts and rules surrounding employment classifications of all of their employees.

1. Navigate to: MyU > Manager Info > Time > Approve Time.

2. Enter search criteria in Employee Selection Criteria then click <Get Employees>. Recommendations for searches can be found in the “Timesheets Search Criteria for Supervisors” job aid.

3. View results on bottom of page. If desired, change view parameters by entering:
   - View By: “All Time After”, “All Time Before”, “Day”, “Week.”
   - Date: “XX/XX/XXXX.”
   - Previous Week
   - Next Week

4. Click the name of the employee to review daily entries in their bi-weekly timesheet.

5. Review timesheets for accuracy:
   a. Review entries with status “Needs Approval.”
   b. Confirm daily reported time is accurate:
      - Punch Timesheets - use real time (e.g., 8:10) and “am” and “pm” entries.
      - Elapsed Timesheets - report total time for a day using quarter hour increments (.25 = 15 minutes, .50 = 30 minutes, .75 = 45 minutes).
   c. Confirm Time Reporting Codes for accuracy.
   d. If Taskgroup is “PA_OVRRDE”, confirm combination code is accurate.

6. Select the checkbox(es) for entries requiring approval.

7. Click <Approve>.
   
   * If timesheet entries are in error and must be pushed back or denied, select them but use the alternate <Deny> or <Push Back> to return them to the time reporter.*

8. Click <OK> to confirm.

9. Click <OK> to complete.