

Approver Timesheet Guide

TO APPROVE TIMESHEETS

1. Access the **Employee Self Service (ESS) Dashboard** at: signon.stjohns.edu
2. Click on the **New UIS Experience** app.
3. In the **Employee** Experience Card, click the **Timesheet** link.
4. Click the **Approvals** tab.
5. Select the **Department**, **Date Range** or search for an **Employee ID** as needed.

REMINDER

Bi-weekly Timesheet Entry cut-off is Saturday (end of pay period) and Approver's deadline is Monday (following timesheet Entry cut-off).

Approvals

Timesheet ▼ All Departments ▼ 03/10/2024 - 03/23/2024 (2024 BW 7) ▼ All Status except Not Started ▼ Enter ID/Name

6. Scroll down to the **Pending** section and select the Employee's Timesheet to Approve.

Pending 1			
Employee Name	ID	Organization	Hours/Units
Flores, Mallerlyn R. Library Tech Asst III, S00019-00		9-261, Human Resources	47.00 Hours

7. Click on Employee's name to review timesheet details
8. At the bottom of the page, you may add **Comments** or **Confidential Comments** (Supervisor view only). Employee comments appear here as well.
9. **Return** will take you back to the Overview to select another Employee.
10. **Details** allows you to look into the Timesheet to make Edits if needed on behalf of the Employee.
11. **Return for Correction** allows the Timesheet to be sent back to the Employee for correction. Only use this option when there is sufficient time for the employee to correct, re-submit and the supervisor to Approve before the deadline.
12. **Approve** completes the Timesheet for Payroll processing.

Comment (Optional):

Add Comment

2000 characters remaining

☐ Confidential Comment

Flores, Mallerlyn R.
Added on 03/27/2024 (01:37 PM)
added 3 days owed from last pay period to 3/24/24

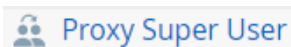
RETURN FOR CORRECTION

Click the **Return for Correction** button to return the Employee's Timesheet to the Employee. **Note:** you must include Comments as to the return reason and contact the Employee to make them aware. They will need to modify the Timesheet and resubmit to you for Approval. Only use this option when there is sufficient time for the employee to correct, re-submit and supervisor Approval before the supervisor deadline.

DESIGNATING A PROXY

A proxy is a person who can act as an Timesheet Approver on your behalf if you are unavailable.

1. On the *Time Entry Approvals page*, click the **Proxy Super User** located at the top right hand corner



2. Under **Existing Proxies**, Click **Add a new proxy** (will be in grey). Once you hover over it, it will turn blue. Enter the person's last name on the box to the right of the button and click on the name once you locate it.
3. **Delete proxies** allows you to remove them from your quick list.

Act as a Superuser

☐ Act as Time Entry Approvals Superuser

☐ Act as Leave Report Approvals Superuser

Act as a Proxy for

Self-Flores, Mallerlyn

Existing Proxies

Add a new proxy

Employee Name - [Home Organization]

martinez

Martinez, David - [Human Resources]

Martinez, Deborah A. - [SJC Library Science]

Martinez, Derek - [Residence Life Staten Island]

Martinez, Dyara E. - [Purchasing]

Martinez, Emely M. - [C.W.S.P.]

Martinez, Hannah M. - [C.W.S.P.]

Select Employee to add as Proxy