

## Process for approving submitted Employee timesheets:

**Step 1 of View Payroll Summary:**  
Select a single employee or a group of employees for review.

**Step 2 of View Payroll Summary:**  
Choose "View Payroll Summary" from the "What-list."

**Step 3 of View Payroll Summary:**  
Choose date range by dragging mouse over dates on calendar or using the "from" and "to" dates. Range should always be an entire week, Saturday through Friday. Approving time is done one week at a time.

**Step 4 of View Payroll Summary:**  
Select "Go" to show results.

**Step 5 of View Payroll Summary:**  
Review all time entries for accuracy, paying special attention to the "submitted by" column to ensure EE has submitted their timesheet for approval.  
*If edits are needed,*  
Go to Page 2 Step 1 of Detail Timesheet  
Do not perform Step 6 of View Payroll Summary  
*If edits are NOT needed,*  
Go to Step 6 of View Payroll Summary.

**Step 6 of View Payroll Summary:**  
Once all time entries are correct, scroll to the bottom of the page and select "Approve All" then select "Save All." (in that order to ensure the "Approve All" action was saved!)

Employee	ID	Submitted By	Start Date	End Date	Start Time	End Time	Submitted
TRUJILLO, JENNIFER	13061003	Autopoll	Mon - 10/04/2010	1202	1202		J. TR
TRUJILLO, JENNIFER	13061003	Autopoll	Tue - 10/05/2010	1202	1202		J. TR
TRUJILLO, JENNIFER	13061003	Autopoll	Wed - 10/06/2010	1202	1202		J. TR
TRUJILLO, JENNIFER	13061003	S. LANOUE	Thu - 10/07/2010	1202	1202		J. TR
TRUJILLO, JENNIFER	13061003	S. LANOUE	Fri - 10/08/2010	1202	1202		
WATERHOUSE, DAVID	13059081	Autopoll	Sat - 10/02/2010	0	0		
WATERHOUSE, DAVID	13059081	Autopoll	Sun - 10/03/2010	0	0		
WATERHOUSE, DAVID	13059081	S. LANOUE	Mon - 10/04/2010	1202	1202		
WATERHOUSE, DAVID	13059081	S. LANOUE	Tue - 10/05/2010	1202	1202		
WATERHOUSE, DAVID	13059081	S. LANOUE	Wed - 10/06/2010	1202	1202		
WATERHOUSE, DAVID	13059081	S. LANOUE	Thu - 10/07/2010	1202	1202		
WATERHOUSE, DAVID	13059081	S. LANOUE	Fri - 10/08/2010	1202	1202		

Employee Grand Totals:

Save All View All Clock Data... Approve All

Employees per Page : 50 Save << First Page

FLAHERTY, DANIEL (13034783) Id:  Search View Details of Who Preferences Print Help

Who:  October 2010

What:  SAT SUN MON TUE WED THU FRI

From:  25 26 27 28 29 30 1

To:  2 3 4 5 6 7 8

Go

Q-Links: [Detail Timesheet](#) [Web Clock](#) [Timesheet](#) [Hours](#)  
[Worked](#) [Request A Day Off](#) [Calendar](#)

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 31 1 2 3 4 5

Today

Select Sched Shift: 1202 Apply Default Start Date: 10/02/2010 Start Time: 08:00

Actual Shift: 1202 End Date: 10/07/2010 End Time: 13:30

Payroll Details

User Defined Field Overrides: Submitted By: J. TRUJILLO

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration	Note
<input type="radio"/>	WRK	HOURS WORKED	030	3803	08:30	13:30	7.0	
<input type="radio"/>	ABU	COMPANY REQUEST	030	3803			1.0	

REG 7.0 OT1 0.0 OT2 0.0 ABS 1.0 WRK \$0.00 ABU \$0.00 Total \$0.00

Approval Status: ☒ S. LANOUE

REG 39.0 OT1 0.25 OT2 0.0 ABS 2.0 WRK \$0.00 ABU \$0.00 OFF \$0.00 UNP \$0.00 Total \$0.00

Apply Changes View Clock Data... View Item Description... Add Row Below Insert Row Above Delete Row Add Shift Delete Shift

Fri - 10/08/2010

Payroll Shift Detail

Select Sched Shift: 1202 Apply Default Start Date: 10/08/2010 Start Time: 07:30

Actual Shift: 1202 End Date: 10/08/2010 End Time: 15:45

Payroll Details

User Defined Field Overrides: Submitted By: J. TRUJILLO

Select	Action	Code	Cost Center	Position	Start Time	End Time	Duration	Note
<input type="radio"/>	UNP	LT	030	3803	08:30	07:30	1.0	
<input type="radio"/>	WRK	HOURS WORKED	030	3803	07:30	15:30	8.0	
<input type="radio"/>	WRK	HOURS WORKED	030	3803	15:30	15:45	0.25	

REG 8.0 OT1 0.25 OT2 0.0 ABS 1.0 WRK \$0.00 UNP \$0.00 Total \$0.00

Approval Status: ☒ S. LANOUE

REG 39.0 OT1 0.25 OT2 0.0 ABS 2.0 WRK \$0.00 ABU \$0.00 OFF \$0.00 UNP \$0.00 Total \$0.00

Apply Changes View Clock Data... View Item Description... Add Row Below Insert Row Above Delete Row Add Shift Delete Shift

Save All View All Clock Data... Approve All

**Step 1 of Detail Timesheet:**  
Select the employee requiring time adjustments as well as a date or date range.

**Step 2 of Detail Timesheet:**  
Choose "Detail Timesheet" from the "What-list." (or from O-Links menu)

**Step 3 of Detail Timesheet:**  
Choose date range by dragging mouse over dates on calendar or using the "from" and "to" dates. Range should always be an entire week, Saturday through Friday. Approving time is done one week at a time.

**Step 4 of Detail Timesheet:**  
Select "Go" to show the timesheet details.

**Step 5 of Detail Timesheet:**  
Scroll through records to locate and edit the employee record(s) as needed.

**Step 6 of Detail Timesheet:**  
When finished editing a given record, select "Apply Changes" and then select "Save All" at the bottom of the screen. (Now return to Page 1, Step 1 of Viewing Payroll Summary)