

How to approve a timesheet:

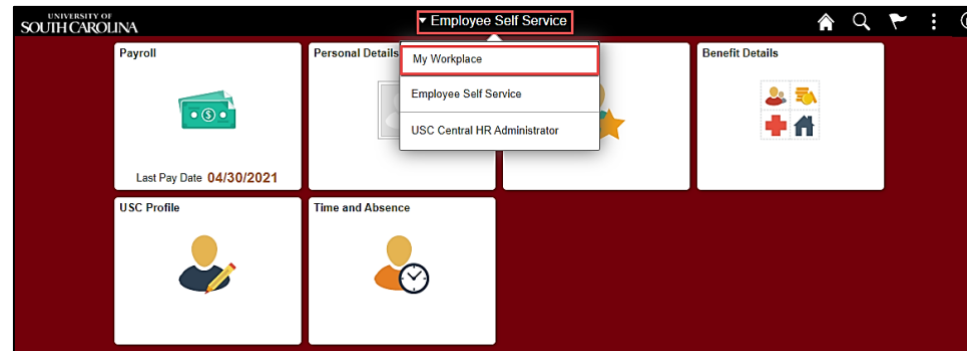
This job aid outlines how a TL/ABS Approver can approve a timesheet. A TL/ABS approver has the ability to search for employees in their designated department(s) in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

Navigation: Employee Self Service > My Workplace > Time and Absence Workcenter

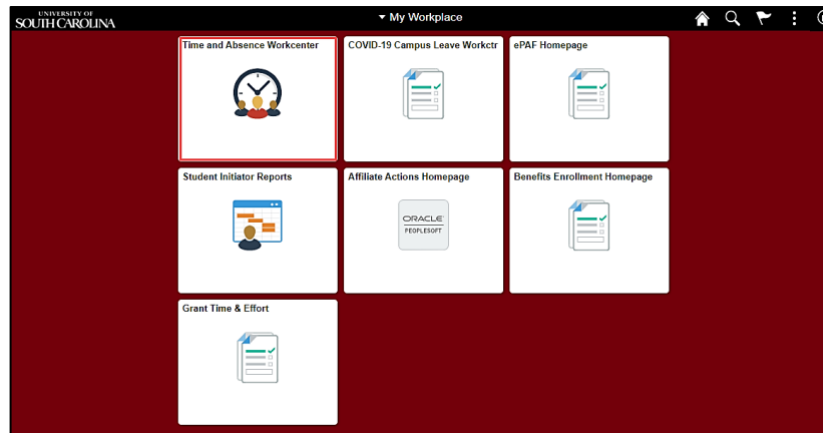
Processing Steps

Screenshots

Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop down arrow and select **My Workplace** from the list.



Step 2: Click the **Time and Absence Workcenter** tile.

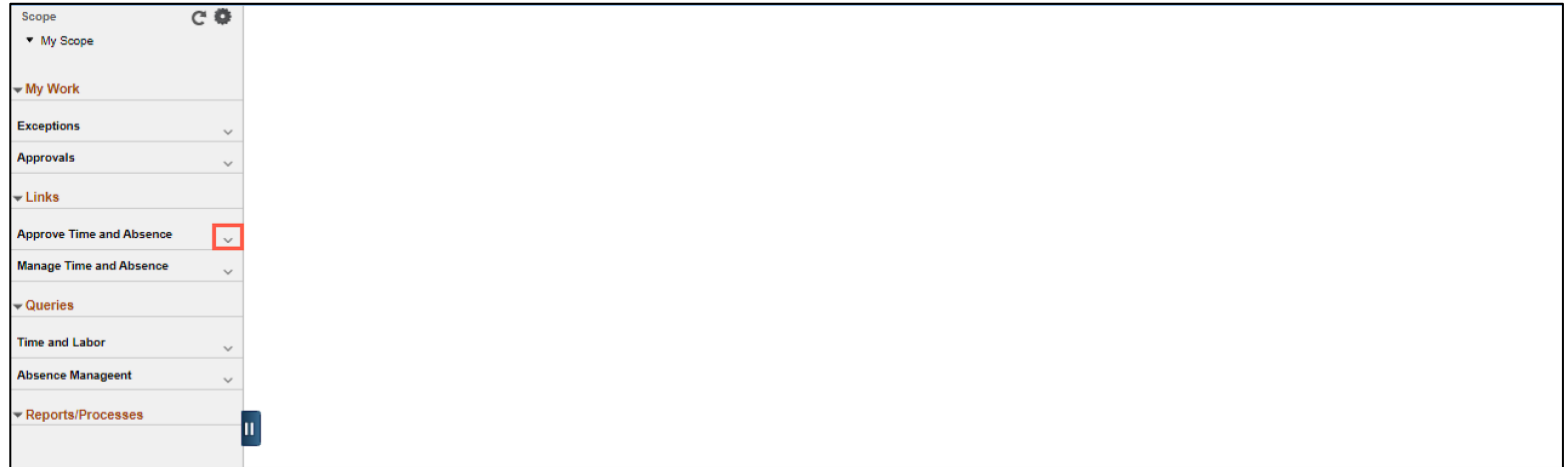


University of South Carolina Time and Labor – TL/ABS Approver Approve a Timesheet

Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries and reports.

Step 3: Click the **Approve Time and Absence** drop-down arrow.

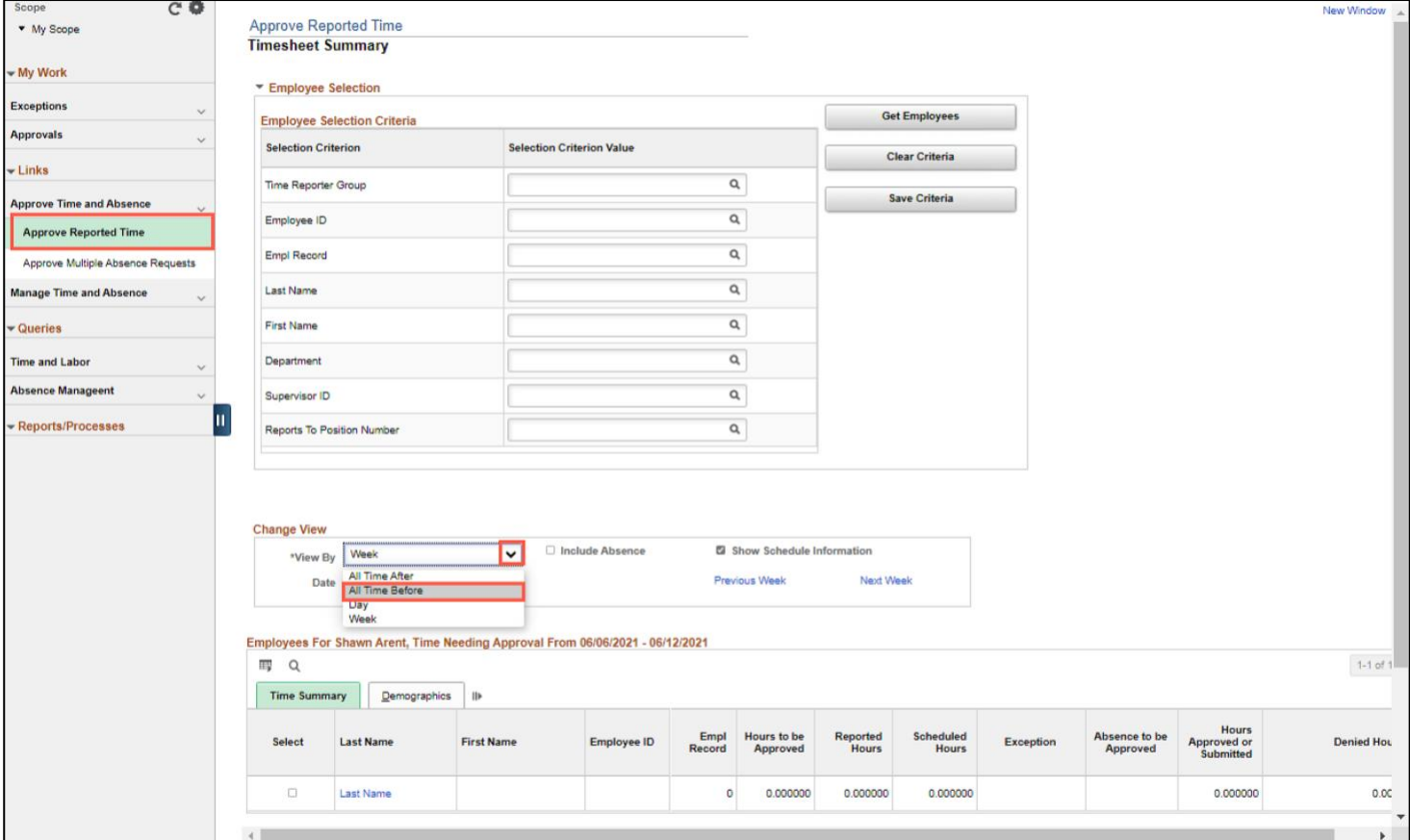


University of South Carolina Time and Labor – TL/ABS Approver Approve a Timesheet

Step 4: Click **Approve Reported Time** from the options list.

Step 5: To view a list of the timesheets that require your approval, click the **View By** drop-down arrow and select **All Time Before**.

The **All Time Before** option will pull timesheets prior to the date entered in the date field.



Approve Reported Time Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>

Buttons: Get Employees, Clear Criteria, Save Criteria

Change View

*View By: **Week** (dropdown menu open showing: All Time After, **All Time Before**, Day, Week)

Include Absence Show Schedule Information

Previous Week Next Week

Employees For Shawn Arent, Time Needing Approval From 06/06/2021 - 06/12/2021

Select	Last Name	First Name	Employee ID	Empl Record	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Absence to be Approved	Hours Approved or Submitted	Denied Hou
<input type="checkbox"/>	Last Name				0	0.000000	0.000000			0.000000	0.00

University of South Carolina Time and Labor – TL/ABS Approver Approve a Timesheet

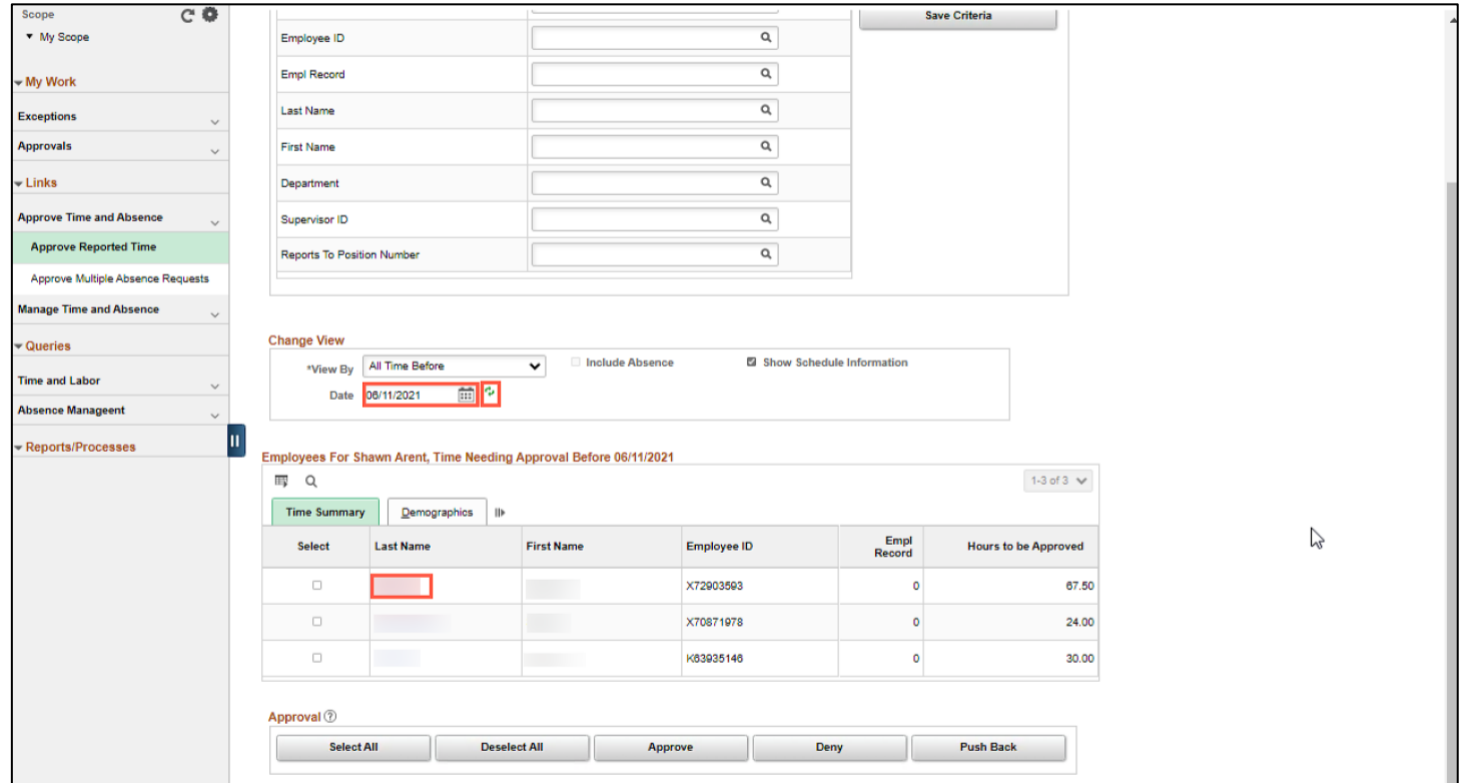
Step 6: Click in the **Date** field and enter a date if current date is not applicable.

Step 7: If you change the date, click the **Refresh** button to return timesheets submitted prior to the date entered.

A list of the employees that submitted timesheets requiring your approval is returned at the bottom of the page.

Note: On this page you can click each Employee line to select and click the Approve button to approve multiple timesheets. This is not recommended as it is important for a manager to review, and possibly edit, the employee's timesheet.

Step 8: To look at each individual timesheet, click the employee **Last Name** link.



Scope ⌵ ⚙️

- My Scope
- My Work
- Exceptions ⌵
- Approvals ⌵
- Links
- Approve Time and Absence ⌵
 - Approve Reported Time
 - Approve Multiple Absence Requests
- Manage Time and Absence ⌵
- Queries
- Time and Labor ⌵
- Absence Management ⌵
- Reports/Processes ||

Employee ID

Empl Record

Last Name

First Name

Department

Supervisor ID

Reports To Position Number

Save Criteria

Change View

*View By: All Time Before ⌵ Include Absence Show Schedule Information

Date: 06/11/2021 📅 ↻

Employees For Shawn Arent, Time Needing Approval Before 06/11/2021

1-3 of 3 ⌵

Time Summary Demographics ||

Select	Last Name	First Name	Employee ID	Empl Record	Hours to be Approved
<input type="checkbox"/>	[Redacted]		X72903563	0	67.50
<input type="checkbox"/>			X70871978	0	24.00
<input type="checkbox"/>			H83935148	0	30.00

Approval ?

Select All Deselect All Approve Deny Push Back

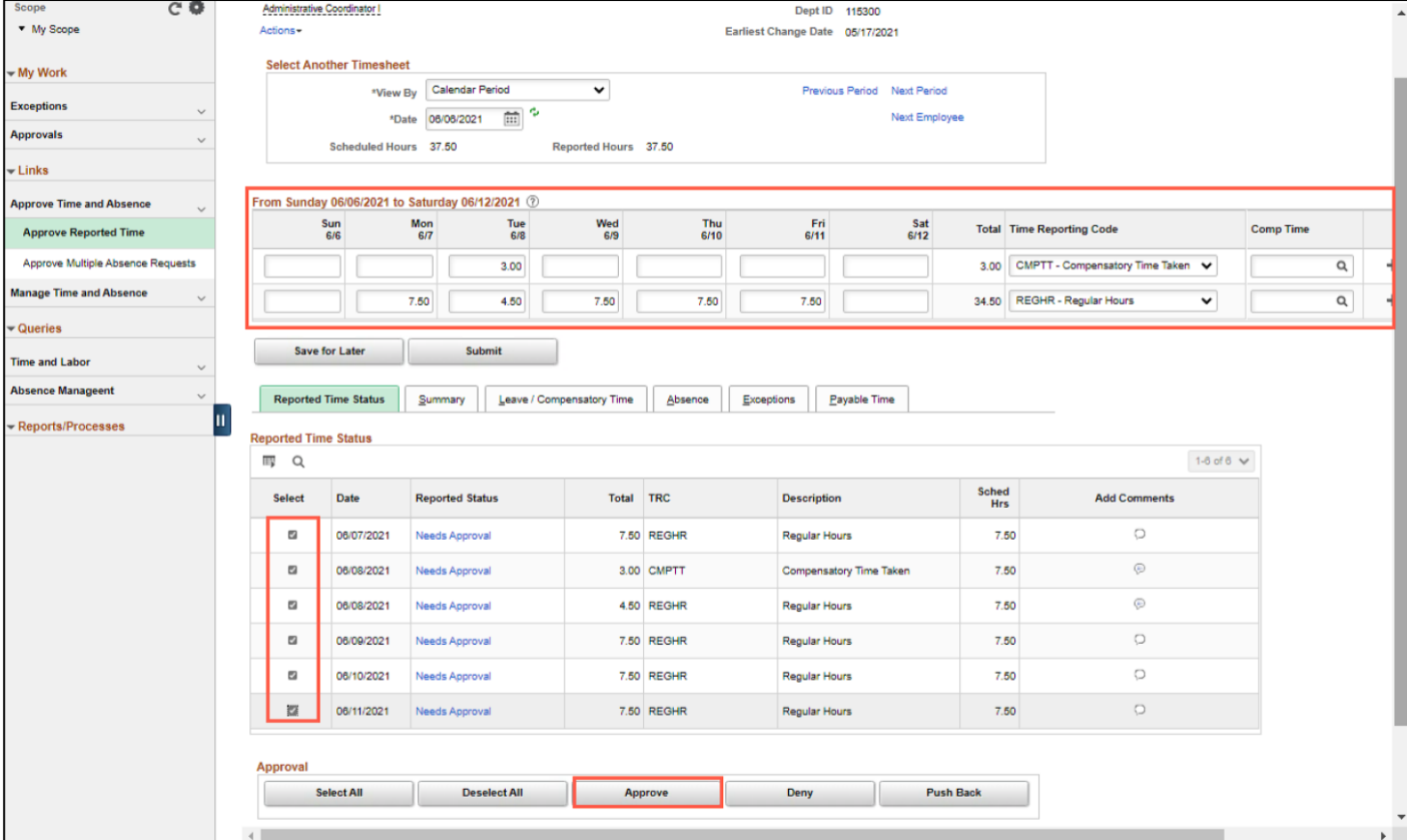
University of South Carolina Time and Labor – TL/ABS Approver Approve a Timesheet

Step 9: Begin by reviewing the employee's timesheet and edit if necessary.

Step 10: To approve the timesheet, click to select each day for that timesheet and then click the **Approve** button.

Approvers can take one of the following three actions by clicking the associated button:

- **Approve:** The reported time is approved.
- **Deny:** The reported time has been denied. Enter an appropriate comment notifying the employee of the reason for denial.
- **Push Back (needs rework):** The request is neither approved nor denied. You need additional information, or the request requires correction. Enter an appropriate comment to notify employee of the reason and specify any additional information needed.



Administrative Coordinator [redacted] Dept ID 115300
Earliest Change Date 05/17/2021

Select Another Timesheet
*View By: Calendar Period *Date: 06/06/2021
Scheduled Hours 37.50 Reported Hours 37.50

	Sun 6/6	Mon 6/7	Tue 6/8	Wed 6/9	Thu 6/10	Fri 6/11	Sat 6/12	Total	Time Reporting Code	Comp Time
			3.00					3.00	CMPTT - Compensatory Time Taken	
		7.50	4.50	7.50	7.50	7.50		34.50	REGHR - Regular Hours	

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time

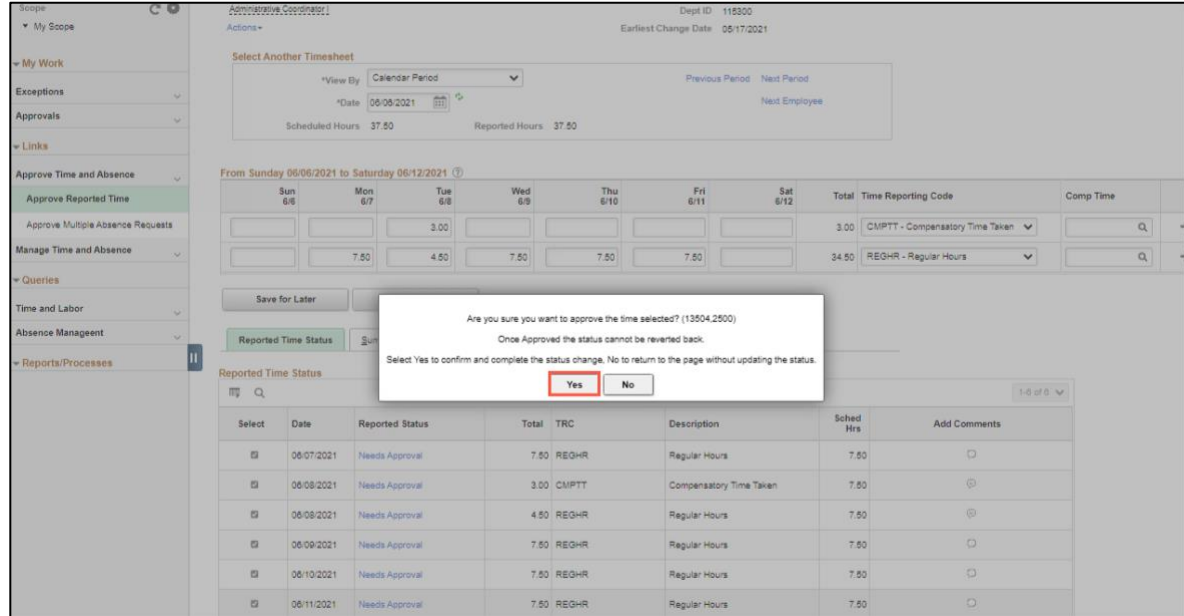
Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
<input checked="" type="checkbox"/>	06/07/2021	Needs Approval	7.50	REGHR	Regular Hours	7.50	
<input checked="" type="checkbox"/>	06/08/2021	Needs Approval	3.00	CMPTT	Compensatory Time Taken	7.50	
<input checked="" type="checkbox"/>	06/09/2021	Needs Approval	4.50	REGHR	Regular Hours	7.50	
<input checked="" type="checkbox"/>	06/09/2021	Needs Approval	7.50	REGHR	Regular Hours	7.50	
<input checked="" type="checkbox"/>	06/10/2021	Needs Approval	7.50	REGHR	Regular Hours	7.50	
<input checked="" type="checkbox"/>	06/11/2021	Needs Approval	7.50	REGHR	Regular Hours	7.50	

Approval: Select All Deselect All **Approve** Deny Push Back

University of South Carolina Time and Labor – TL/ABS Approver Approve a Timesheet

If a request needs to be denied or pushed back it will need to be selected separately to take the appropriate action.

Step 11: Click the **Yes** button to confirm you would like to approve the time selected.

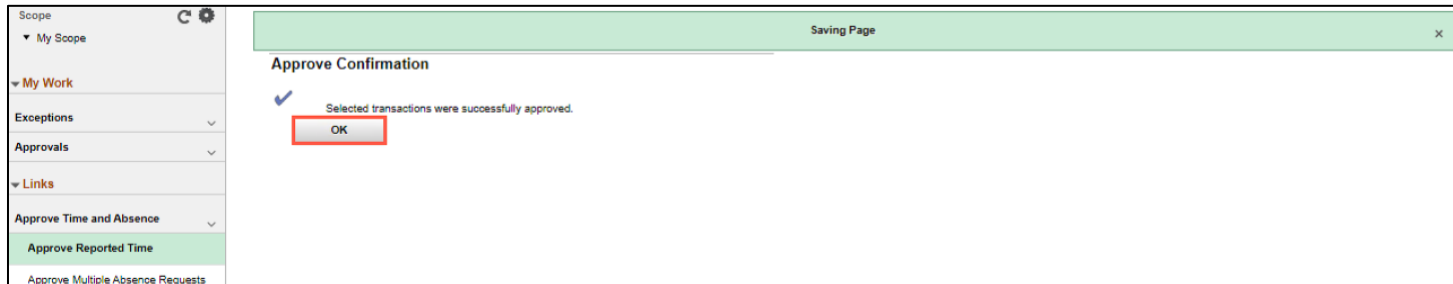


The screenshot shows the 'Approve Reported Time' interface. A confirmation dialog box is displayed in the center, asking: "Are you sure you want to approve the time selected? (13504.2500)". Below the question, it states: "Once Approved the status cannot be reverted back. Select Yes to confirm and complete the status change. No to return to the page without updating the status." There are two buttons: "Yes" (highlighted with a red box) and "No".

From Sunday 06/06/2021 to Saturday 06/12/2021	Sun 6/6	Mon 6/7	Tue 6/8	Wed 6/9	Thu 6/10	Fri 6/11	Sat 6/12	Total	Time Reporting Code	Comp Time
			3.00					3.00	CMPTT - Compensatory Time Taken	
		7.50	4.50	7.50	7.50	7.50		34.50	REGHR - Regular Hours	

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
<input type="checkbox"/>	06/07/2021	Needs Approval	7.50	REGHR	Regular Hours	7.50	<input type="text"/>
<input type="checkbox"/>	06/08/2021	Needs Approval	3.00	CMPTT	Compensatory Time Taken	7.50	<input type="text"/>
<input type="checkbox"/>	06/08/2021	Needs Approval	4.50	REGHR	Regular Hours	7.50	<input type="text"/>
<input type="checkbox"/>	06/09/2021	Needs Approval	7.50	REGHR	Regular Hours	7.50	<input type="text"/>
<input type="checkbox"/>	06/10/2021	Needs Approval	7.50	REGHR	Regular Hours	7.50	<input type="text"/>
<input type="checkbox"/>	06/11/2021	Needs Approval	7.50	REGHR	Regular Hours	7.50	<input type="text"/>

Step 12: Click **OK** to approve confirmation the selected transactions were successfully approved.



The screenshot shows the 'Approve Confirmation' dialog box. It displays a green checkmark icon and the text: "Selected transactions were successfully approved." Below this text is an "OK" button, which is highlighted with a red box.

University of South Carolina Time and Labor – TL/ABS Approver Approve a Timesheet

Notice the hours entered each day for the week of June 6 are now approved.

Step 13: To review and approve all of the submitted timesheets for a specific employee use the **Previous Period** and **Next Period** links to ensure all timesheets are approved within the time period you selected on the Time Summary page.

The Date will indicate the week you are viewing.

Step 14: To review and approve submitted timesheets for all employees, click the **Next Employee** link.

Scope

- ▼ My Scope
- ▼ My Work
- Exceptions
- Approvals
- ▼ Links
- Approve Time and Absence
- Approve Reported Time
- Approve Multiple Absence Requests
- Manage Time and Absence
- ▼ Queries
- Time and Labor
- Absence Management
- ▼ Reports/Processes

Timesheet

Employee ID X72903593 Empl Record 0
Dept ID 116300
Earliest Change Date 05/17/2021

Administrative Coordinator!

Select Another Timesheet

*View By Calendar Period

[Previous Period](#) [Next Period](#)
[Next Employee](#)

*Date 06/06/2021

Scheduled Hours 37.50 Reported Hours 37.50

From Sunday 06/06/2021 to Saturday 06/12/2021

	Sun 6/6	Mon 6/7	Tue 6/8	Wed 6/9	Thu 6/10	Fri 6/11	Sat 6/12	Total	Time Reporting Code	Comp Time
			3.00					3.00	CMPTT - Compensatory Time Taken	
		7.50	4.50	7.50	7.50	7.50		34.50	REGHR - Regular Hours	

Reported Time Status
Summary
Leave / Compensatory Time
Absence
Exceptions
Payable Time

Reported Time Status

1-6 of 6

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
06/07/2021	Approved	7.50	REGHR	Regular Hours	7.50	
06/08/2021	Approved	3.00	CMPTT	Compensatory Time Taken	7.50	
06/08/2021	Approved	4.50	REGHR	Regular Hours	7.50	
06/09/2021	Approved	7.50	REGHR	Regular Hours	7.50	
06/10/2021	Approved	7.50	REGHR	Regular Hours	7.50	
06/11/2021	Approved	7.50	REGHR	Regular Hours	7.50	

University of South Carolina Time and Labor – TL/ABS Approver Approve a Timesheet

Step 15: Review the employee's timesheet and edit if necessary.

Notice this employee has requested two absences. The Annual Leave Taken is awaiting approval and the sick leave has been approved. Both of these absence requests will need to be approved using the Approve Multiple Absence Requests link under Approve Time and Absence.

Scope

- ▼ My Scope
- ▼ My Work
- ▼ Exceptions
- ▼ Approvals
- ▼ Links
- ▼ Approve Time and Absence
 - Approve Reported Time
 - Approve Multiple Absence Requests
- ▼ Manage Time and Absence
- ▼ Queries
- ▼ Time and Labor
- ▼ Absence Management
- ▼ Reports/Processes

Timesheet

Employee ID X70871978 Empl Record 0
Dept ID 115300

Research Associate Earliest Change Date 05/02/2021

Actions+

Select Another Timesheet

*View By
Calendar Period
Previous Period Next Period

*Date
05/05/2021
Previous Employee Next Employee

Scheduled Hours 30.00
Reported Hours 36.00

From Sunday 06/06/2021 to Saturday 06/12/2021 (?)

Sun 6/6	Mon 6/7	Tue 6/8	Wed 6/9	Thu 6/10	Fri 6/11	Sat 6/12	Total	Time Reporting Code	Comp Time
6.00	6.00	6.00	6.00	6.00	6.00	6.00	24.00	REGHR - Regular Hours	Q
					6.00		6.00	ANLLV - Annual Leave Taken	
					6.00		6.00	SICK - Sick Leave	

Save for Later
Submit

Reported Time Status
Summary
Absence
Exceptions
Payable Time

Reported Time Status

1-6 of 6

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
<input checked="" type="checkbox"/>	06/07/2021	Needs Approval	6.00	REGHR	Regular Hours	6.00	⊙
<input checked="" type="checkbox"/>	06/08/2021	Needs Approval	6.00	REGHR	Regular Hours	6.00	⊙
<input checked="" type="checkbox"/>	06/09/2021	Needs Approval	6.00	REGHR	Regular Hours	6.00	⊙
<input checked="" type="checkbox"/>	06/10/2021	Needs Approval	6.00	REGHR	Regular Hours	6.00	⊙
<input type="checkbox"/>	06/11/2021	Needs Approval	6.00	ANLLV	Annual Leave Taken	6.00	
<input type="checkbox"/>	06/11/2021	Approved	6.00	SICK	Sick Leave	6.00	

Approval

Select All
Deselect All
Approve
Deny
Push Back

Approve a Timesheet

8

June 2021

University of South Carolina Time and Labor – TL/ABS Approver Approve a Timesheet

Step 16: To approve the timesheet, click to select each day for that timesheet and then click the **Approve** button.

Approvers can take one of the following three actions by clicking the associated button:

- **Approve:** The absence request is approved.
- **Deny:** The absence request has been denied. Enter an appropriate comment notifying the employee of the reason for denial.
- **Push Back (needs rework):** The request is neither approved nor denied. You need additional information, or the request requires correction. Enter an appropriate comment to notify employee of the reason and specify any additional information needed.

Scope

- ▼ My Scope
- ▼ My Work
- Exceptions
- Approvals
- ▼ Links
- Approve Time and Absence
- Approve Reported Time
- Approve Multiple Absence Requests
- Manage Time and Absence
- ▼ Queries
- Time and Labor
- Absence Management
- ▼ Reports/Processes

Timesheet

Employee ID: X70871978 Empl Record: 0
Dept ID: 115300
Earliest Change Date: 05/02/2021

Research Associate
Actions

Select Another Timesheet

*View By: Calendar Period

*Date: 08/08/2021

Scheduled Hours: 30.00 Reported Hours: 38.00

From Sunday 06/06/2021 to Saturday 06/12/2021

Sun 6/6	Mon 6/7	Tue 6/8	Wed 6/9	Thu 6/10	Fri 6/11	Sat 6/12	Total	Time Reporting Code	Comp Time
6.00	6.00	6.00	6.00	6.00	6.00	6.00	24.00	REGHR - Regular Hours	
					6.00		6.00	ANLLV - Annual Leave Taken	
					6.00		6.00	SICK - Sick Leave	

Reported Time Status Summary Absence Exceptions Payable Time

Reported Time Status

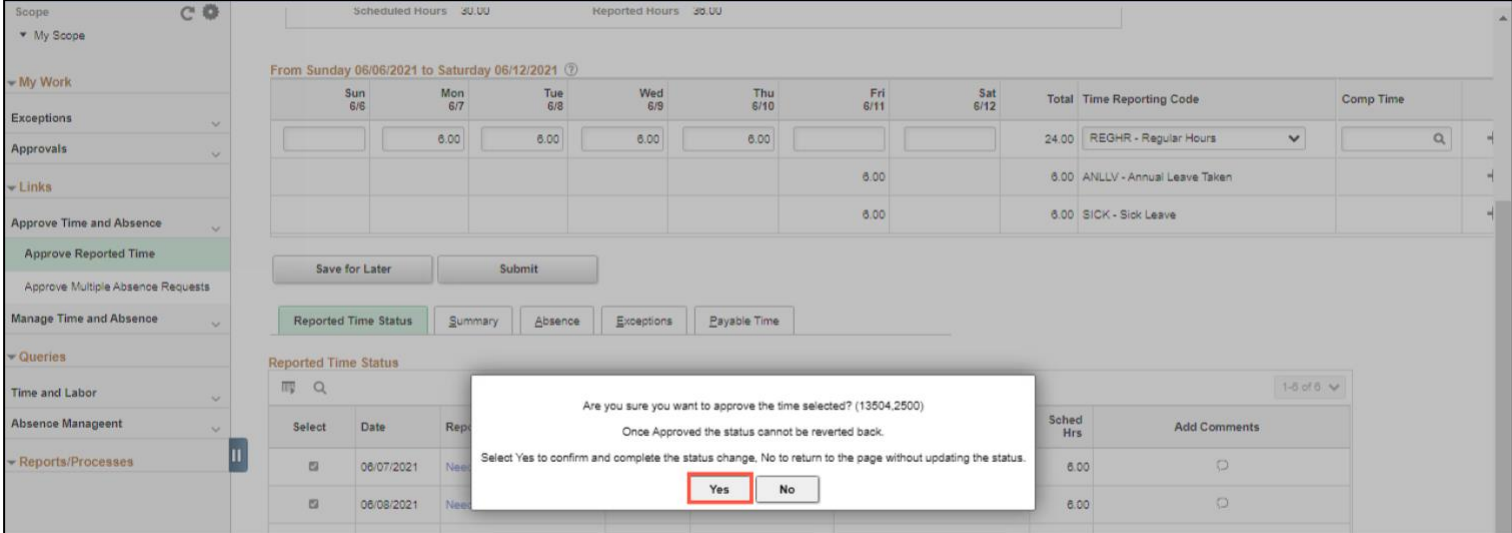
Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
<input checked="" type="checkbox"/>	08/07/2021	Needs Approval	6.00	REGHR	Regular Hours	6.00	<input type="text"/>
<input checked="" type="checkbox"/>	08/08/2021	Needs Approval	6.00	REGHR	Regular Hours	6.00	<input type="text"/>
<input checked="" type="checkbox"/>	08/09/2021	Needs Approval	6.00	REGHR	Regular Hours	6.00	<input type="text"/>
<input checked="" type="checkbox"/>	08/10/2021	Needs Approval	6.00	REGHR	Regular Hours	6.00	<input type="text"/>
<input type="checkbox"/>	08/11/2021	Needs Approval	6.00	ANLLV	Annual Leave Taken	6.00	
<input type="checkbox"/>	08/11/2021	Approved	6.00	SICK	Sick Leave	6.00	

Approve

University of South Carolina Time and Labor – TL/ABS Approver Approve a Timesheet

If a request needs to be denied or pushed back it will need to be selected separately to take the appropriate action.


Step 17: Click the **Yes** button to confirm you would like to approve the time selected.



The screenshot shows the 'Approve Reported Time' interface. A confirmation dialog box is displayed in the center, asking: 'Are you sure you want to approve the time selected? (13504.2500)'. Below the question, it states: 'Once Approved the status cannot be reverted back. Select Yes to confirm and complete the status change. No to return to the page without updating the status.' The 'Yes' button is highlighted with a red box.

Sun 6/6	Mon 6/7	Tue 6/8	Wed 6/9	Thu 6/10	Fri 6/11	Sat 6/12	Total	Time Reporting Code	Comp Time
	8.00	8.00	8.00	8.00			24.00	REGHR - Regular Hours	
					8.00		8.00	ANLLV - Annual Leave Taken	
					8.00		8.00	SICK - Sick Leave	

Step 18: Click **OK** to approve confirmation the selected transactions were successfully approved.



The screenshot shows the 'Approve Confirmation' dialog box. A green banner at the top says 'Saving Page'. Below it, a blue checkmark is followed by the text: 'Selected transactions were successfully approved.' The 'OK' button is highlighted with a red box.

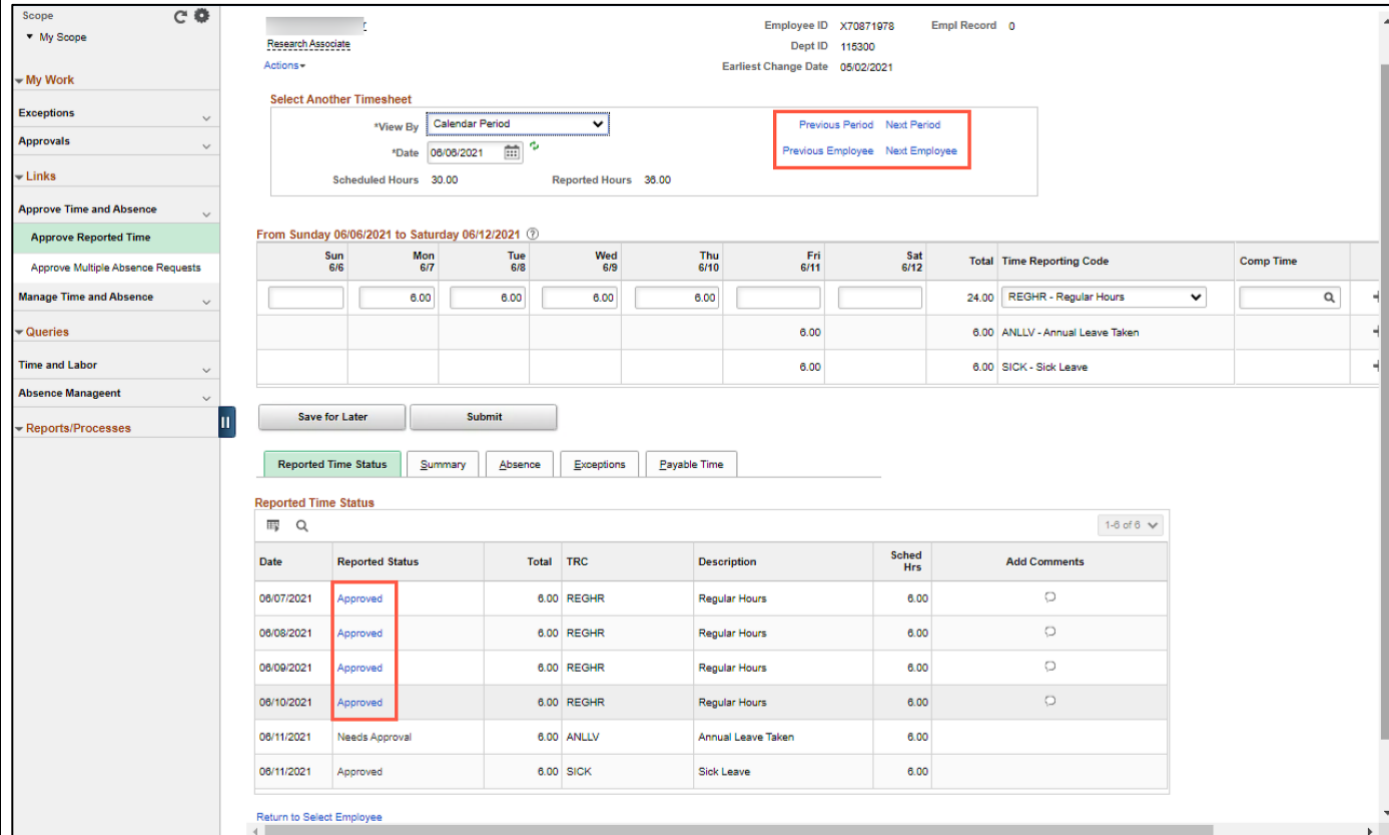
University of South Carolina Time and Labor – TL/ABS Approver Approve a Timesheet

Notice the hours entered each day for the week of June 6 are now approved.

Step 19: Continue to use the **Previous Period** and **Next Period** links to ensure all timesheets are approved within the time period you selected on the Time Summary page for specific employee.

Use the **Previous Employee** and **Next Employee** to complete the approvals for all submitted timesheets requiring your approval.

You successfully learned how to approve a timesheet.



Employee ID: X70871978
Dept ID: 115300
Earliest Change Date: 05/02/2021

Select Another Timesheet
*View By: Calendar Period
*Date: 06/06/2021
Scheduled Hours: 30.00
Reported Hours: 30.00

From Sunday 06/06/2021 to Saturday 06/12/2021

	Sun 6/6	Mon 6/7	Tue 6/8	Wed 6/9	Thu 6/10	Fri 6/11	Sat 6/12	Total	Time Reporting Code	Comp Time
		6.00	6.00	6.00	6.00			24.00	REGHR - Regular Hours	
						6.00		6.00	ANLLV - Annual Leave Taken	
						6.00		6.00	SICK - Sick Leave	

Save for Later Submit

Reported Time Status Summary Absence Exceptions Payable Time

Reported Time Status

Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
06/07/2021	Approved	6.00	REGHR	Regular Hours	6.00	
06/08/2021	Approved	6.00	REGHR	Regular Hours	6.00	
06/09/2021	Approved	6.00	REGHR	Regular Hours	6.00	
06/10/2021	Approved	6.00	REGHR	Regular Hours	6.00	
06/11/2021	Needs Approval	6.00	ANLLV	Annual Leave Taken	6.00	
06/11/2021	Approved	6.00	SICK	Sick Leave	6.00	

Return to Select Employee