

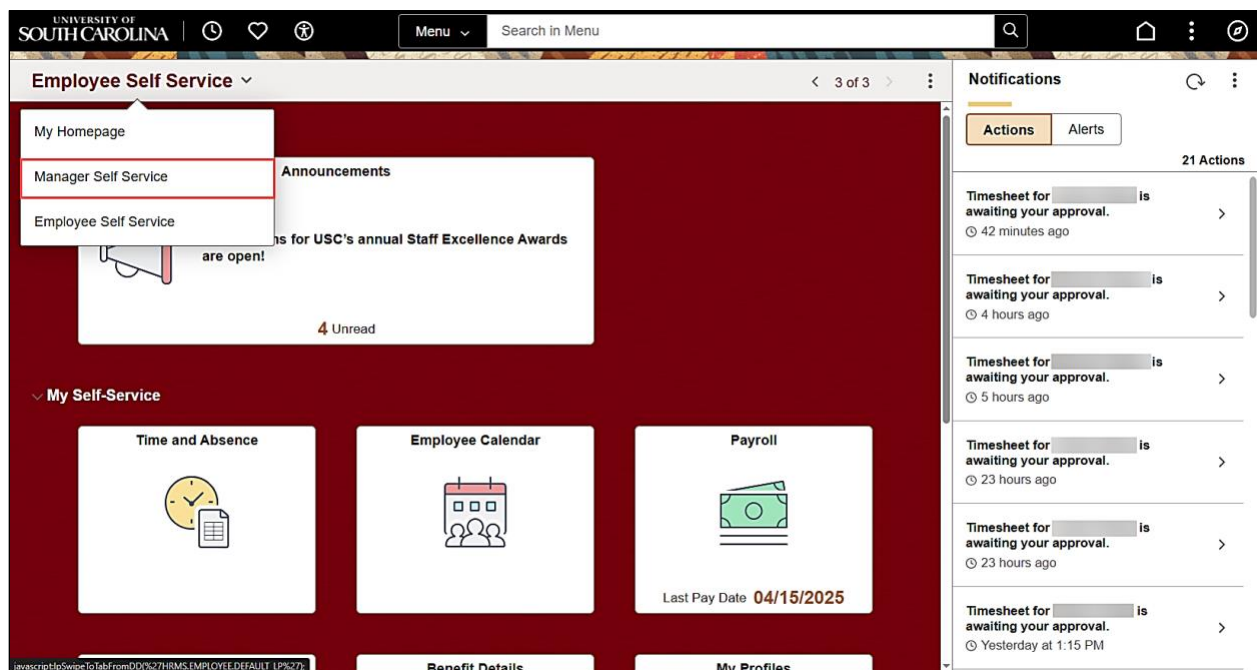


**Office of the Controller
Time and Labor - MSS
Approve a Timesheet**

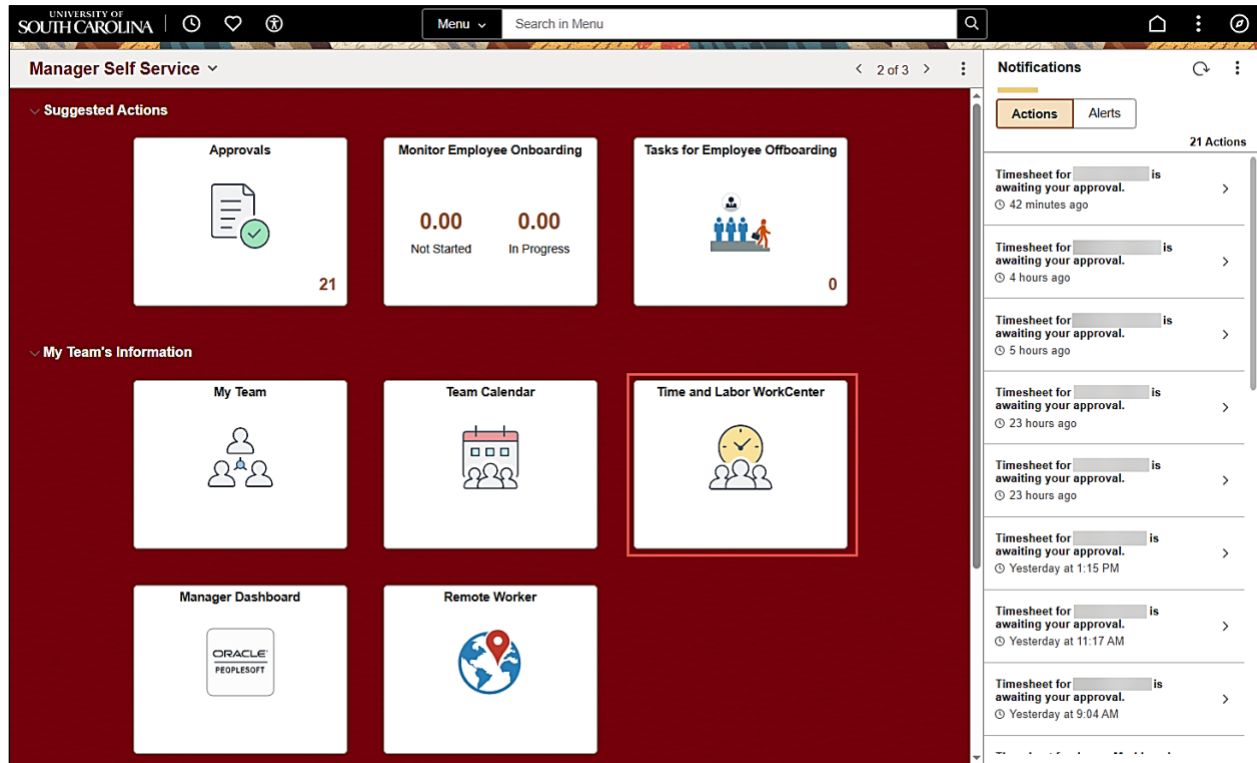
How to approve a timesheet: This job aid outlines how a manager can approve a timesheet. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

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



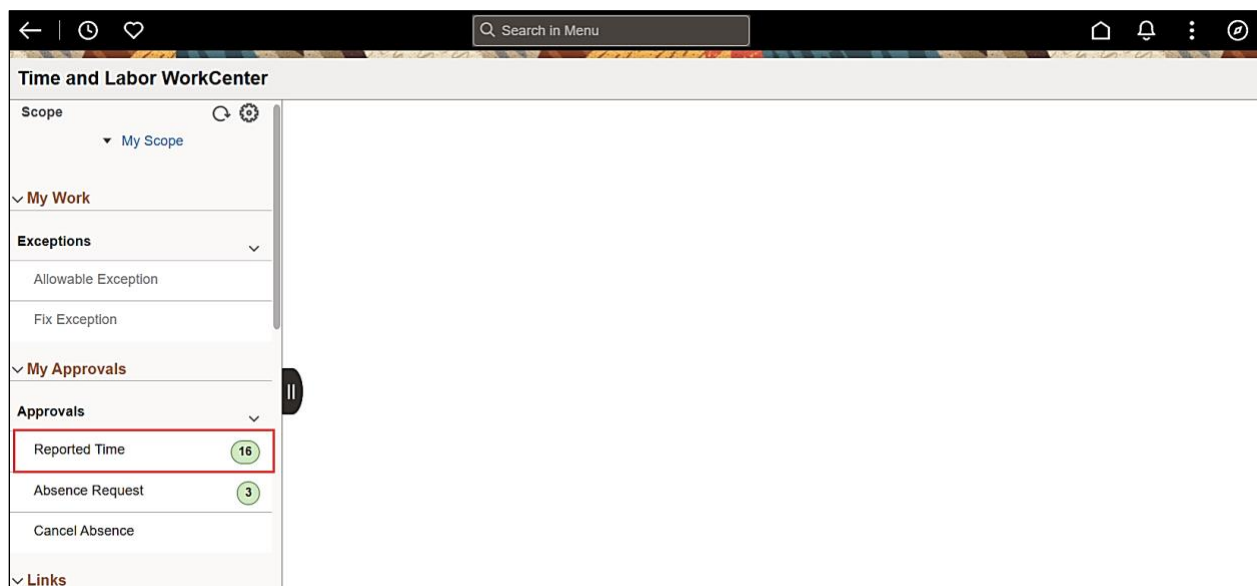
Step 2: Click the **Time and Absence Workcenter** tile.



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 **Reported Time** link.



Step 4: Click an employee row to view the timesheet to be approved.

The screenshot shows the 'Time and Labor WorkCenter' interface. On the left is a navigation menu with sections: 'Scope' (My Scope), 'My Work' (Exceptions: Allowable Exception, Fix Exception), 'My Approvals' (Approvals: Reported Time (16), Absence Request (3), Cancel Absence), 'Links', and 'Approve Multiple Absences' (Approve Multiple Absence Requests). The main area is titled 'Reported Time' and shows 'Pending Approvals'. It contains a table with 16 rows. The first row is highlighted with a red border. Each row displays 'Reported Time', 'Quantity for Approval', and 'Routed' status with a date range and a chevron icon.

Reported Time	Quantity for Approval	Routed
04/08/2025 - 04/10/2025	9.00 Hours	04/10/2025
04/07/2025 - 04/11/2025	11.30 Hours	04/11/2025
04/07/2025 - 04/11/2025	38.75 Hours	04/11/2025
04/07/2025 - 04/11/2025	37.50 Hours	04/11/2025
04/07/2025 - 04/11/2025	40.00 Hours	04/11/2025
04/07/2025 - 04/11/2025	38.00 Hours	04/11/2025
04/08/2025 - 04/11/2025	27.00 Hours	04/11/2025
04/07/2025 - 04/11/2025	38.51 Hours	04/11/2025
04/06/2025 - 04/12/2025	17.71 Hours	04/12/2025

Step 5: On the Reported Time page, begin by reviewing the employee's Summary and Reported Time Details.

Step 6: To approve the reported time, select each day 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.

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

Time and Labor WorkCenter

Scope: My Scope

My Work

Exceptions

Allowable Exception

Fix Exception

My Approvals

Approvals

Reported Time (16)

Absence Request (3)

Cancel Absence

Links

Approve Multiple Absences

Approve Multiple Absence Requests

TL ABS Administrator Monitor Approva

Manage Time and Absence

Reported Time

Pending Approvals > Header

Undergraduate Work Study

2 line(s) are pending your approval

Summary

Time Period: 04/08/2025 - 04/10/2025

Quantity for Approval: 9.00 Hours

Quantity Submitted/ Approved: 0.00 Hours

Quantity Denied: 0.00 Hours

Quantity Scheduled: 0.00 Hours

Quantity Reported: 9.00 Hours

View Legend

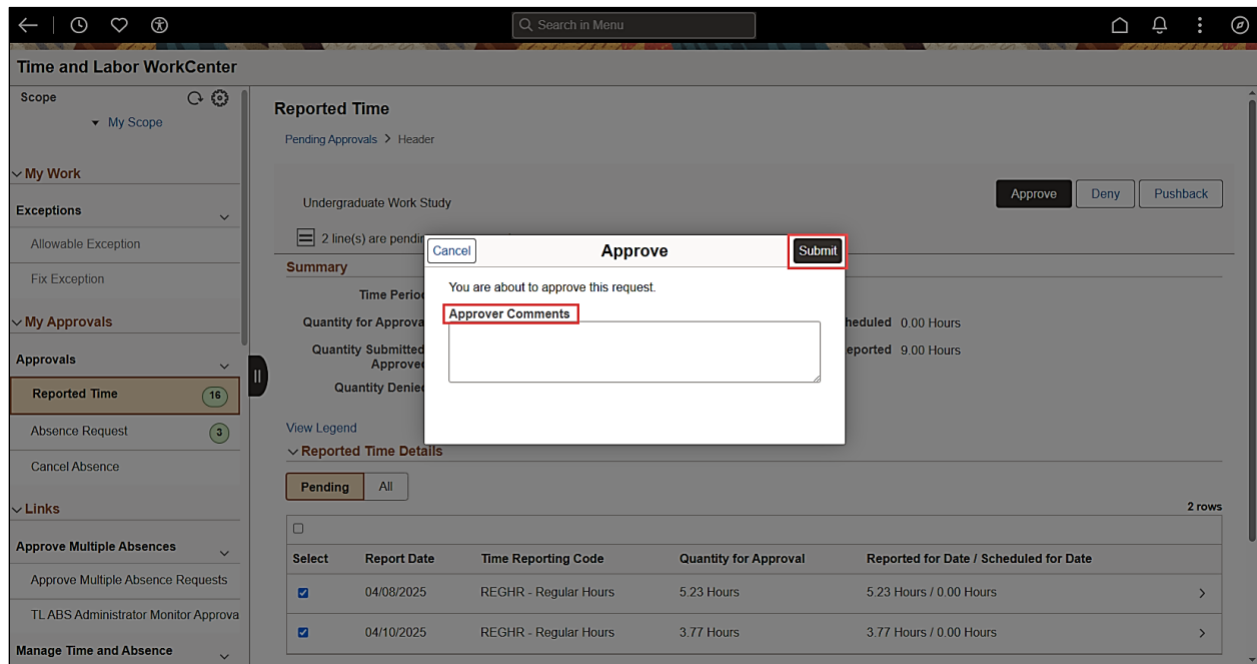
Reported Time Details

Pending All

2 rows

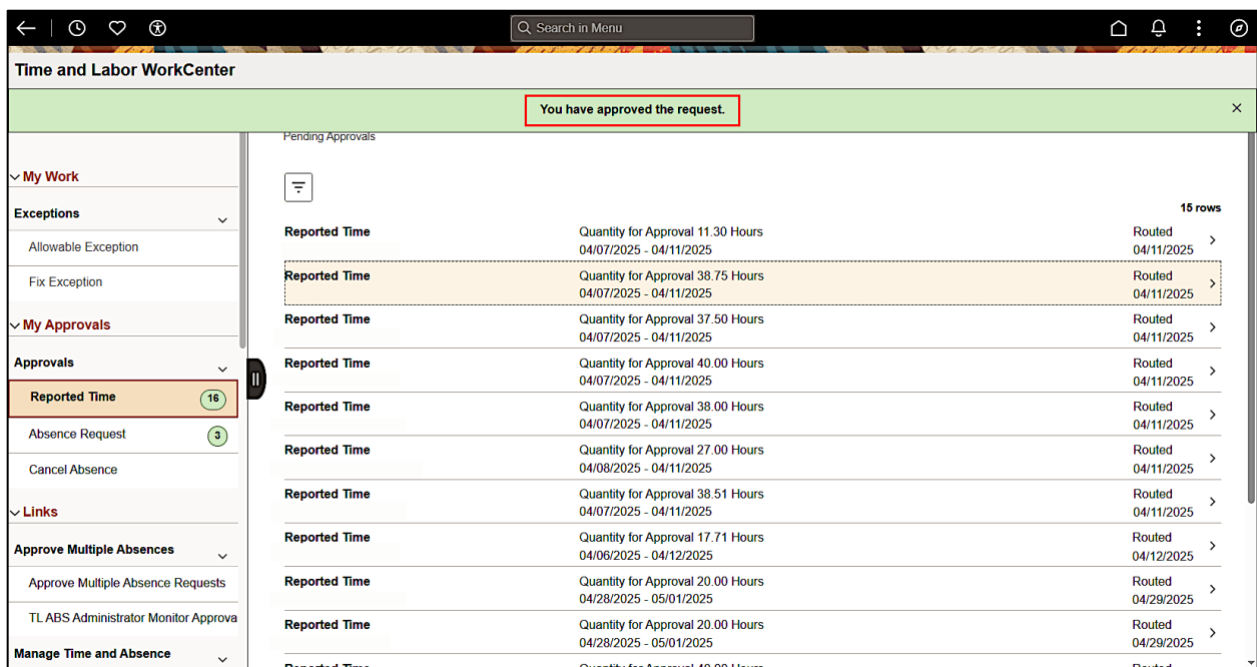
Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date
<input checked="" type="checkbox"/>	04/08/2025	REGHR - Regular Hours	5.23 Hours	5.23 Hours / 0.00 Hours
<input checked="" type="checkbox"/>	04/10/2025	REGHR - Regular Hours	3.77 Hours	3.77 Hours / 0.00 Hours

Step 7: Enter any comments as needed and click the **Submit** button to confirm you would like to approve the time selected.



Once the timesheet has been approved, a message appears at the top of the screen indicating that the request is approved.

This will take you back to the Reported Time page.



Step 8: Click an employee row to review the timesheet to be approved.

Time and Labor WorkCenter

Scope: My Scope

My Work

Exceptions

- Allowable Exception
- Fix Exception

My Approvals

Approvals

- Reported Time** (16)
- Absence Request (3)
- Cancel Absence

Links

Approve Multiple Absences

- Approve Multiple Absence Requests

Reported Time

Pending Approvals

16 rows

Reported Time	Quantity for Approval	Status
04/08/2025 - 04/10/2025	9.00 Hours	Routed 04/10/2025
04/07/2025 - 04/11/2025	11.30 Hours	Routed 04/11/2025
04/07/2025 - 04/11/2025	38.75 Hours	Routed 04/11/2025
04/07/2025 - 04/11/2025	37.50 Hours	Routed 04/11/2025
04/07/2025 - 04/11/2025	40.00 Hours	Routed 04/11/2025
04/07/2025 - 04/11/2025	38.00 Hours	Routed 04/11/2025
04/08/2025 - 04/11/2025	27.00 Hours	Routed 04/11/2025
04/07/2025 - 04/11/2025	38.51 Hours	Routed 04/11/2025
04/06/2025 - 04/12/2025	17.71 Hours	Routed 04/12/2025

Step 9: On the Reported Time page, begin by reviewing the employee's Summary and Reported Time Details.

Step 10: To see all time reported within the time period, click the **All** tab.

Notice that the CMPTT – Compensatory Time Taken reported time has already been approved as indicated by the 0.00 hours in the Quantity for Approval column and it cannot be selected.

Time and Labor WorkCenter

Scope: My Scope

My Work

Exceptions

- Allowable Exception
- Fix Exception

My Approvals

Approvals

- Reported Time** (16)
- Absence Request (3)
- Cancel Absence

Links

Approve Multiple Absences

- Approve Multiple Absence Requests
- TL ABS Administrator Monitor Approva

Manage Time and Absence

Summary

Time Period: 04/28/2025 - 05/02/2025

Quantity for Approval: 37.50 Hours

Quantity Submitted/ Approved: 0.00 Hours

Quantity Denied: 0.00 Hours

Quantity Scheduled: 37.50 Hours

Quantity Reported: 37.50 Hours

Reported Time Details

Pending All

6 rows

Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date
<input type="checkbox"/>	04/28/2025	REGHR - Regular Hours	7.50 Hours	7.50 Hours / 7.50 Hours
<input type="checkbox"/>	04/29/2025	CMPTT - Compensatory Time Taken	0.00 Hours	7.50 Hours / 7.50 Hours
<input type="checkbox"/>	04/29/2025	REGHR - Regular Hours	7.50 Hours	7.50 Hours / 7.50 Hours
<input type="checkbox"/>	04/30/2025	REGHR - Regular Hours	7.50 Hours	7.50 Hours / 7.50 Hours
<input type="checkbox"/>	05/01/2025	REGHR - Regular Hours	7.50 Hours	7.50 Hours / 7.50 Hours
<input type="checkbox"/>	05/02/2025	REGHR - Regular Hours	7.50 Hours	7.50 Hours / 7.50 Hours

Step 11: To approve the reported time, select each day 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.

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

Time and Labor WorkCenter

Scope: My Scope

My Work

Exceptions

- Allowable Exception
- Fix Exception

My Approvals

Approvals

- Reported Time** (16)
- Absence Request (3)
- Cancel Absence

Links

- Approve Multiple Absences**
 - Approve Multiple Absence Requests
 - TL ABS Administrator Monitor Approva
- Manage Time and Absence**

Reported Time

Pending Approvals > Header

Graphics Manager II

Approve **Deny** **Pushback**

Summary

Time Period: 04/28/2025 - 05/02/2025

Quantity for Approval: 37.50 Hours Quantity Scheduled: 37.50 Hours

Quantity Submitted/ Approved: 0.00 Hours Quantity Reported: 37.50 Hours

Quantity Denied: 0.00 Hours

[View Legend](#)

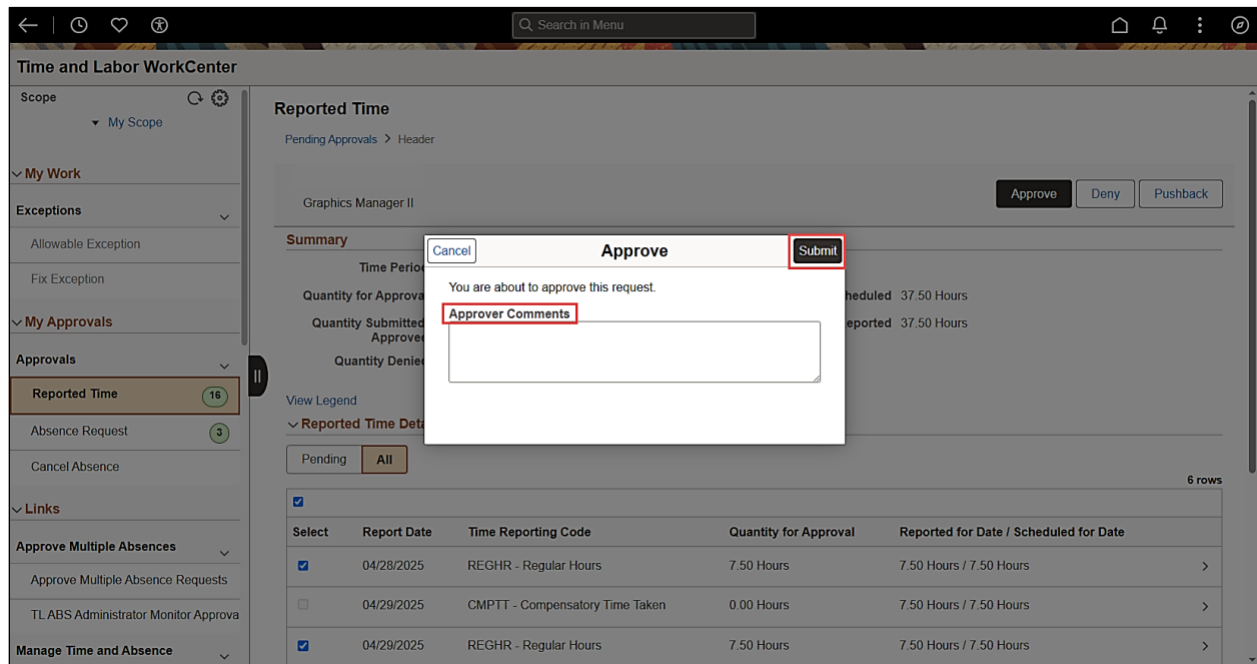
Reported Time Details

Pending **All**

6 rows

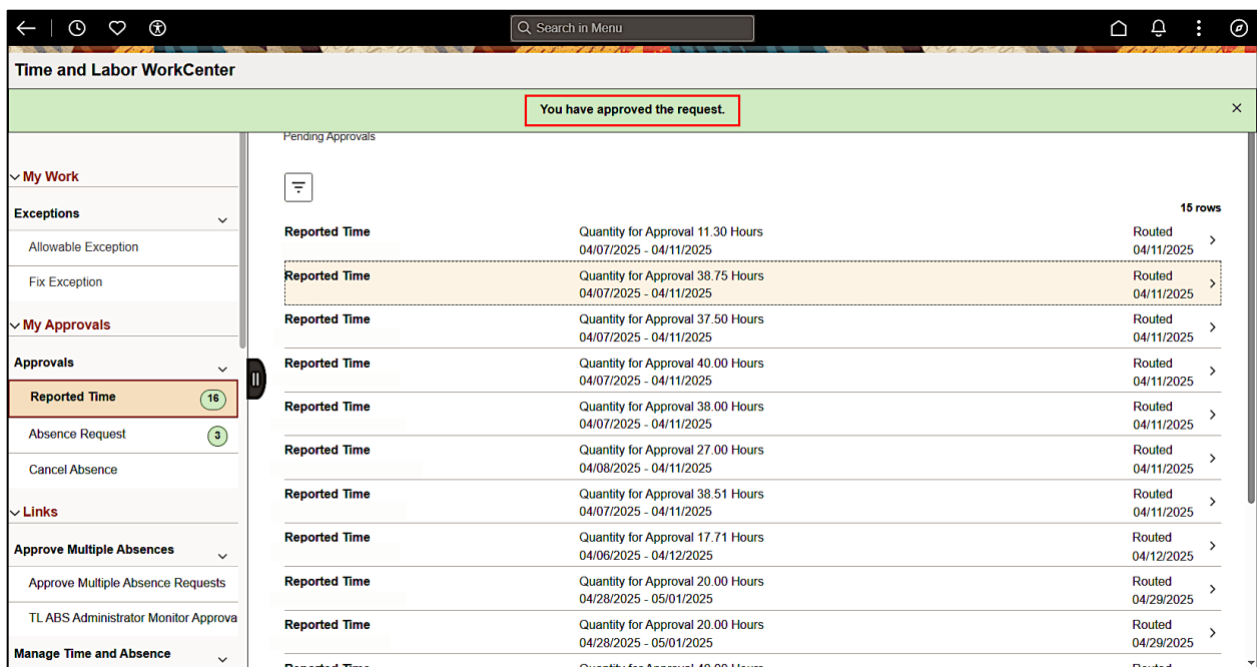
Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date
<input checked="" type="checkbox"/>	04/28/2025	REGHR - Regular Hours	7.50 Hours	7.50 Hours / 7.50 Hours >
<input type="checkbox"/>	04/29/2025	CMPTT - Compensatory Time Taken	0.00 Hours	7.50 Hours / 7.50 Hours >
<input checked="" type="checkbox"/>	04/29/2025	REGHR - Regular Hours	7.50 Hours	7.50 Hours / 7.50 Hours >

Step 12: Enter any comments as needed and click the **Submit** button to confirm you would like to approve the time selected.



Once the timesheet has been approved, a message appears at the top of the screen indicating that the request is approved.

This will take you back to the Reported Time page.



Step 13: Use the Filter button to narrow down the reported time to be approved.

The screenshot shows the 'Time and Labor WorkCenter' interface. On the left sidebar, the 'Reported Time' option under 'My Approvals' is selected, showing 16 items. The main area displays a table of 'Reported Time' entries. A red box highlights the Filter button (a funnel icon) in the top left corner of the table.

Reported Time	Quantity for Approval	From - To	Status
Reported Time	11.30 Hours	04/07/2025 - 04/11/2025	Routed 04/11/2025
Reported Time	38.75 Hours	04/07/2025 - 04/11/2025	Routed 04/11/2025
Reported Time	37.50 Hours	04/07/2025 - 04/11/2025	Routed 04/11/2025
Reported Time	40.00 Hours	04/07/2025 - 04/11/2025	Routed 04/11/2025
Reported Time	38.00 Hours	04/07/2025 - 04/11/2025	Routed 04/11/2025
Reported Time	27.00 Hours	04/08/2025 - 04/11/2025	Routed 04/11/2025
Reported Time	38.51 Hours	04/07/2025 - 04/11/2025	Routed 04/11/2025
Reported Time	17.71 Hours	04/06/2025 - 04/12/2025	Routed 04/12/2025
Reported Time	20.00 Hours	04/28/2025 - 05/01/2025	Routed 04/29/2025
Reported Time	20.00 Hours	04/28/2025 - 05/01/2025	Routed 04/29/2025

Step 14: You can narrow down the search by the Requester, From, or Date Period drop down menus. Click the **Filter** button to then filter the results.

The screenshot shows the 'Time and Labor WorkCenter' interface with the 'Reported Time' section. A 'Filters' dialog box is open, allowing users to narrow down the search. The dialog box has a 'Type' dropdown set to 'Reported Time', and three input fields: 'Requester', 'From', and 'Date Period'. A 'Filter' button is highlighted with a red box, and a 'Reset' button is also visible.

To learn how to adjust or edit a timesheet, please view the job aid titled **Enter/Adjust Time on a Timesheet**.

You successfully learned how to approve a timesheet.