

Approve Reported Time Guide

How to Use Timesheets to Approve Employee Submitted Time

5/4/2012

Copyrights

© 2012 San Francisco State Human Resources

Preface

Who Should Read This Guide

This guide should be read by supervisors, managers and any other member of the San Francisco State University community who wants to learn how to approve and deny reported time submitted by student employees and/or hourly employees hours using the automated Timesheets system.

When You Need Help

If you need help, select the ① icon to return to this guide.

Contents

List of Figures ii
SF State Gateway Log-in1
Approve Reported Time Page2
View Timesheet Summary Listing
Approve or Deny Reported Time Summaries4 Approve Reported Time Summary4 Deny Reported Time Summary4
Approve or Deny Employee Reported Time Detail5 Approve Reported Hours5 Deny Reported Hours5
After You Approve Reported Time6
The Approve Reported Time Guide Is Complete!7

List of Figures

Figure 1 First Level Approver Gateway Page Link	1
Figure 2 Timesheet Summary Page	2
Figure 3 Employee Summary Listing	3
Figure 4 Employee Reported Time Summary	4
Figure 5 Employee Reported Time Detail Page	5
Figure 6 Submitted Time Approval Cycle	6

SF State Gateway Log-in

You will log-in to SF State Gateway in order to view reported time for approval.

- 1. Log-in to the SF State Gateway. The SF State Gateway Page appears
- 2. Select the **First Level Approver** link on your gateway page. The Approve Reported Time appears.

Next Step: The Timesheet Summary Page



Figure 1 First Level Approver Gateway Page Link

Approve Reported Time Page

Use the **Approve Reported Time** (shown to the right) to approve or deny the time submitted by one or more employees. This page displays the information and fields listed below:

- A. Employee Selection Criteria
- B. ①—Select this link to view this guide from the Timesheet Page.
- C. Reporting Period Fields
- D. A summary listing of employees with reported time that require approval
- E. The Approve and Deny buttons

Next Step: View Timesheet Summary Listing

						New Window	v Help
Approve Reported Time							
Timesheet Summar	v						
 Employee Selection Criteria 	,						
Description		Value					
Group ID		Q					
Empl ID		Q					
Empl Rcd Nbr		Q					
View By: Week	→ Date: 05/01/2012 [5]	Include Absence: C C Ref	^{tesh} J <u>ek Next Week ≫</u>	c	D		
imployees For Bernadette Park	er, Time Needing Approval Fro	m 04/28/2012 - 05/04/2012					
Employees For Bernadette Park	er, Time Needing Approval Fro Job <u>Hours to be</u> <u>Approved</u>	m 04/28/2012 - 05/04/2012 Reported Scheduled Hours Hours	on Approved/Submitted	Denied Employee Hours ID	Empl Rcd Job De Nbr	epartment Dep Des	artment cription
Employees For Bernadette Park Sciect Name <u>Name</u>	ter, Time Needing Approval Fro Job Hours to be Description Approved 0.000000	m 04/28/2012 - 05/04/2012 Reported Scheduled Hours Chevre Construction Scheduled Exception 10,000000 0,0000000 0,0000000000000000	on Approved/Submitted <u>Hours</u> 0.000000	Denied Employee Hours ID 0.000000	Empl Red Nbr	epartment Dep Des	artment cription
Employees For Bernadette Park Select Name <u>Name</u> Select All Deselect	ter, Time Needing Approval Fro Job Hours to be Approved 0.000000	m 04/28/2012 - 05/04/2012 Reported Hours 0.000000 0.000000 0.000000	on Approved/Submitted Hours 0.000000	Denied Employee Hours ID 0.000000	Empl Red Job De Nbr	epartment Dep Des	artment cription
Employees For Bernadette Park Select Name SelectAI Deselect Approve Selected Dary S	er, Time Needing Approval Fro Job Hours to be Approved 0.000000 All elected D	m 04/28/2012 - 05/04/2012 Reported Scheduled Hours 0.000000 0.000000	on Approved/Submitted <u>Hours</u> 0.000000	Denied Employee Hours ID 0.000000	Empl Red Job De Nbr	epartment Dep Des	artment <u>cription</u>

Figure 2 Timesheet Summary Page

View Timesheet Summary Listing

Employee Selection Criteria

Use the **Employee Selection Criteria** fields to list a specific set of one or more employees with reported time.

- 1. Enter your search criteria in the Group ID (the Dept. ID), Empl ID and/or Empl Rcd Nbr fields.
- 2. In the **Start Date** field, select the first day of the week or pay period.
- 3. Select the **Refresh** button to update the period.
- 4. Select the Get Employees button. A Time Needing Approval summary list appears.

List All Employees

- **1.** Leave the **Employee Selection Criteria** fields blank.
- 2. In the **Start Date** fields, select the first day of the week or pay period.
- 3. Select the **Refresh** button to update the period.
- 4. Select the Get Employees button. A Time Needing Approval summary list appears.

Next Step: Approve or Deny Reported Time

Summaries or Approve or Deny Employee Reported Time Detail

Approve Reported Time									
Employee Selection Criteria									
Description	Value	1							
Group ID	Q	1							
Empl ID	Q								
Empl Rcd Nbr	Q								
Clear Selection Criteria Get Employees Oclick for Instructions Show Schedule Information View By: Week Date: 05/01/2012 Include Absence:									
Employees For Bernadette Parker, Time Needing Approval From 04/2	8/2012 - 05/04/2012								
Select Name Job Hours to be Rep.	ours Scheduled Exception	Approved/Submitted Hours	Denied Employe Hours ID						
<u>Name</u> 0.000000 0.00	00000.000000	0.000000	0.000000						
Select All Deselect All Approve Selected Deny Selected									

Figure 3 Employee Summary Listing

Approve or Deny Reported Time Summaries

Attention: Be sure to review each employee's reported time detail (page 5) before approving the Reported Time Summary on this page.

Approve Reported Time Summary

- 1. Select the box to the left of an employee name to select the reported time summaries you wish to approve. You may select more than one name at a time.
- 2. Select the **Approve** button. A dialog box with the message "**Are you sure you want to approve the time selected?**" appears.
- **3.** Select **OK** to approve the time. The message "**The Save was successful**" appears.

Attention: An approval cannot be reversed. Be sure your selections are correct.

Deny Reported Time Summary

- 1. Select the box to the left of an employee name to select the reported time summaries you wish to deny. You may select more than one name at a time.
- **2.** Enter the reason for denial in the **Comments** field. *Once saved or submitted comments cannot be deleted.*
- 3. Select Deny.

Next Step: After You Approve Reported Time

Student Asst	20.00	Management of the second second second	the second se							
	20.00	900000000	0 1870	3715	ACADEMIC TECHNOLOGY	STUDENTS	CSU	SFCMP	ON CAMPUS	
Student Non- Resident Alien Tax	8.00	900000001	0 1868	3715	ACADEMIC TECHNOLOGY	HRLY ADMIN	CSU	SFCMP	ON CAMPUS	
Stdnt Trainee On-Cmps WS	14.00	90000002	0 1871	3715	ACADEMIC TECHNOLOGY	STUDENTS	CSU	SFCMP	ON CAMPUS	
Student Asst	30.00	90000003	0 1870	3715	ACADEMIC TECHNOLOGY	STUDENTS	CSU	SFCMP	ON CAMPUS	
	Resident Alien Tax Stdnt Trainee On-Cmps WS Student Asst	Resident 8.00 Allen Tax 8.00 Stdni Trainee On-Cmps WS 14.00 Student Asst 30.00	Resident Allen Tax 8.00 90000001 Stdert Trainee On-Cmps WS 14.00 900000002 Student Asst 30.00 900000003	Resident Alien Tax 8.00 90000001 0 1868 Storth Trainee On-Cmps WS 14.00 90000002 0 1871 Student Asst 30.00 900000003 0 1870 Student Asst 30.00 900000003 0 1870	Resident Alien Tax Stdd Trainee On-Cmps WS 8.00 900000001 0 868 3715 Student Tainee On-Cmps WS 14:00 900000002 0 1871 3715 Student Asst 30:00 900000003 0 1870 3715 Student Asst 30:00 900000003 0 1870 3715 Student Asst 30:00 900000003 0 1870 3715	Resident Allen Tax 8.00 900000001 0 1868 3715 ACADEMIC TECHNOLOGY Stiden Trainee On-Cmps WS 14.00 900000002 0 1871 3715 ACADEMIC TECHNOLOGY Studen Asst 30.00 900000003 0 1870 3715 ACADEMIC TECHNOLOGY Studen Asst 30.00 900000003 0 1870 3715 ACADEMIC TECHNOLOGY	Resident Alien Tax 8.00 900000001 0 1868 3715 ACADEMIC TCCHNOLCCY HRLY ADMIN Stide Trainee On-Cmps WS 14:00 900000002 0 1871 3715 ACADEMIC TCCHNOLCCY STUDENTS Student Asst 30:00 900000003 0 1870 3715 ACADEMIC TCCHNOLOCY STUDENTS Student Asst 30:00 900000003 0 1870 3715 ACADEMIC TCCHNOLOCY STUDENTS Student Asst 30:00 900000003 0 1870 3715 ACADEMIC TCCHNOLOCY STUDENTS	Resident Alien Tax 8.00 900000001 0 1868 3715 ACADEMIC TECHNOLOCY HRLY ADMIN CSU Stide Trainee On-Cmps WS 14:00 900000002 0 1871 3715 ACADEMIC TECHNOLOCY STUDENTS CSU Student Asst 30:00 900000003 0 1870 3715 ACADEMIC TECHNOLOCY STUDENTS CSU Student Asst 30:00 900000003 0 1870 3715 ACADEMIC TECHNOLOCY STUDENTS CSU	Resident Alien Tax 8.00 900000001 0 1868 3715 ACADEMIC TECHNOLOGY HRLY ADMIN CSU SFCMP Stide Trainee On-Cmps WS 14:00 900000002 0 1871 3715 ACADEMIC TECHNOLOGY STUDENTS CSU SFCMP Student Asst 30:00 900000003 0 1870 3715 ACADEMIC TECHNOLOGY STUDENTS CSU SFCMP Student Asst 30:00 900000003 0 1870 3715 ACADEMIC TECHNOLOGY STUDENTS CSU SFCMP	Resident Alien Tax 8.00 900000001 0 1888 37.15 ACADEMIC TECHNOLOGY HRLY ADMIN CSU SFCMP ON CAMPUS Stide Trainee On-Cmps WS 14:00 900000002 0 1871 37.15 ACADEMIC TECHNOLOGY STUDENTS CSU SFCMP ON CAMPUS Student Asst 30:00 900000003 0 1870 37.15 ACADEMIC TECHNOLOGY STUDENTS CSU SFCMP ON CAMPUS Student Asst 30:00 900000003 0 1870 37.15 ACADEMIC TECHNOLOGY STUDENTS CSU SFCMP ON CAMPUS Student Asst 30:00 900000003 0 1870 37.15 CSU SFCMP ON CAMPUS

Figure 4 Employee Reported Time Summary

Approve or Deny Employee Reported Time Detail

To view an employee's timesheet in order to approve or deny daily hours:

• On the **Reported Time Page**, select the employee name to select it.

Approve Reported Hours

- **1.** Select the check box to select the date of the reported hours you wish to approve.
- 2. Select the **Approve** button. A dialog box with the message "**Are you sure you want to approve the time selected?**" appears.
- **3.** Select OK to approve the time. The message "**The Save was successful**" appears.

Attention: An approval *cannot* be reversed. Be sure your selections are correct.

Deny Reported Hours

- **1.** Select the check box to select the date of the reported hours you wish to deny.
- **2.** Enter the reason for your denial in the **Comments** field. *Remember, once saved or submitted comments cannot be deleted.*
- **3.** Select the **Deny** button.

Next Step: After You Approve Reported Time

Job Titl	Job Title: Student Asst Employee Record Number: 0												
View E Repor	By:	Week Durs: 3	▼ 0.00 Ha	Date	: 05/0 Schedul	07/20 ⁻ ed Ho	12 🗊 😰 Nurs: 0.0	Refresh)0 Hou) <u><< Previous Week</u> rs <u><< Previous Employ</u>	<u>ee</u>	<u>Next Week >></u>		
From I	Monda	y 05/07/2	012 to 9	Sunday ()5/13/2	012							
Time	Timesheet												
Mon 5/7	Tue 5/8	Wed 5/9	Thu 5/10	Fri 5/11	Sat 5/12	Sun 5/13	Total		Time Reporting Code		Taskgroup	Business Unit	Project/Grant
8.00	8.00	7.00	7.00					30.00	REG - Regular Hours Worke	d	CSU	SFCMP	
🚯 <u>Re</u> r	ported	Time Sta	tus - cli	ck to hid	<u>e</u>								
Selec	<u>et</u> <u>D</u> a	<u>ite</u>	Statu	15				Total	Time Reporting Code	Com	ments Exception	n	
	05	6/07/2012	Need	is Appro	val			8.00	REG	\Diamond			
	05	5/08/2012	Need	is Appro	val			8.00	REG	0			
	05	5/09/2012	Need	is Appro	val			7.00	REG	\bigcirc	Či.		
	05	5/10/2012	Need	is Appro	val			7.00	REG	\bigcirc	Ğ		
🗹 Se	lect Al		eselect	All	A	pprove	e Selected	1	Deny Selected				

Figure 5 Employee Reported Time Detail Page

After You Approve Reported Time

Approving Reported Time On Time

In order for employees to receive payments on schedule, your approvals must be submitted by the deadline specified on the appropriate table of the <u>Staff and</u> <u>Student Pay Day Schedule</u>.

Approved Time

After you approve reported time a notification email is immediately sent to the employee the payable time approver.

Denied Time

After you deny reported time a notification email is immediately sent to the employee.

Next Step: <u>The Approve Reported Time Guide Is</u> <u>Complete!</u>



The Approve Reported Time Guide Is Complete!

You should now be able to:

- View the Approve Reported Time Page
- Search for employees with reported time that require approval
- View a Reported Time Summary Listing
- Approve or deny reported time for multiple employees
- View the Employee Reported Time Detail Page for an employee
- Approve or deny an employee's reported time for specific dates
- Understand what occurs after you approve or deny reported time