SAN FRANCISCO STATE UNIVERSITY

HUMAN RESOURCES

Approve Payable Time Guide

How to Use Timesheets to Approve Employee Payable Time

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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 know how to approve payable time using the Timesheets system.

When You Need Help

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

Contents

List of Tables

SF State Gateway Log-in

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

1. Log-in to the SF State Gateway. The **SF State Gateway Page** appears
2. Select the **Second Level Approver** link on your gateway page. The Timesheet Summary Page appears.

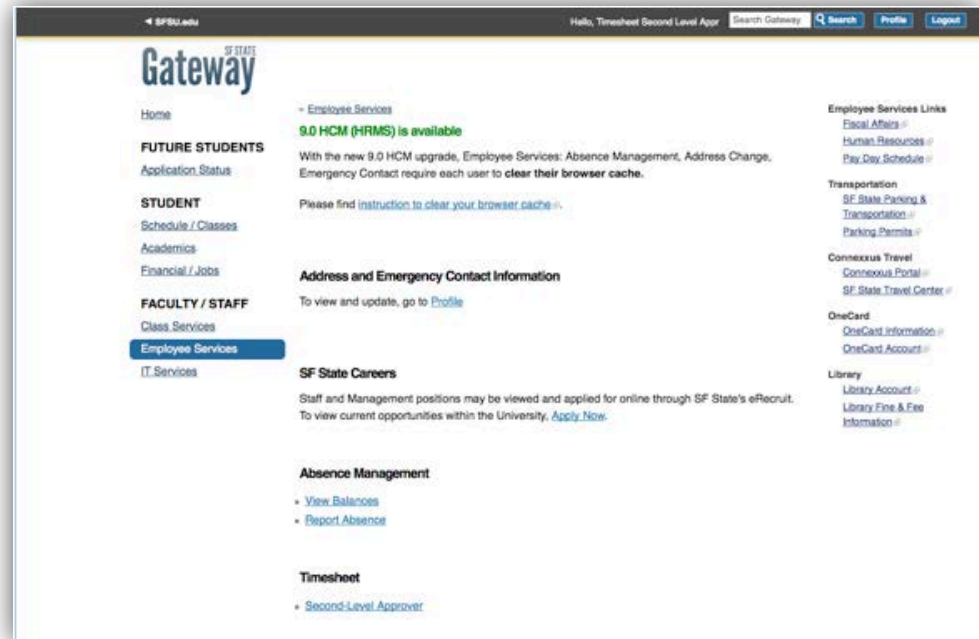**Next Step:** Approve Payable Time Page

Figure 1 Second Level Approver Gateway Link

Approve
Payable Time Page

Use the **Approve Payable Time Page** (shown to the right) to approve payable time for the reporting period. The Approve Payable Time Page displays the information and fields listed below:

A. Employee Selection Criteria

B. Reporting Period Fields

C. ⓘ—Select this link to view this tutorial from the Timesheet Page.

D. List of employees with payable hours that require approval

E. The **Approve** button

Attention: Any time not approved will remain on your list of employees with payable hours that require approval...

Next Step: View Payable Time Listing

Figure 2 Approve Payable Time Page

View Payable Time Listing

Employee Selection Criteria

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

1. Enter your search criteria in the **Group ID** (**the Dept. ID**), **Empl ID** and/or **Empl Rcd Nbr** fields.
2. The **Start Date** and **End Date** fields default to the current pay period. You may change these dates to adjust the selection criteria.
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. The **Start Date** and **End Date** fields default to the current 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 Payable Time or Approve Employee Payable Time Detail

Figure 3 Employee Selection Criteria

Approve Payable Time

1. To select the payable time listing for one or more employees, either:
   - Select the box to the left of one or more employee names.
   - Select All to select all the listed employees
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.
4. A notification message is immediately sent to the employee.

> **Note:** *An approval cannot be reversed, nor can payable time be denied after authorization by the first level approver.* If you have *any* concerns about approving payable time, please contact your payroll technician.

Next Step: After You Approve Payable Time

Figure 4 Approve Payable Time

Approve Employee Payable Time Detail

1. Select the employee name link to view the **Approve Payable Time—Employee Detail** page. The information in the Overview tab is shown.
2. If you wish to view additional detail select the **Time Reporting Elements** and/or the **Task Reporting Elements** tab...
3. Select the box to the left of the employee name.
4. Leave the **Accounting Date** field *blank*.
5. Select the **Approve** button. A dialog box with the message "**Are you sure you want to approve the time selected?**" appears.
6. Select **OK** to approve the time. The message "**The Save was successful**" appears.
7. A notification message is immediately sent to the employee.

> **Note:** *An approval cannot be reversed, nor can payable time be denied after authorization by the first level approver.* If you have *any* concerns about approving payable time, please contact your payroll technician.

Next Step: After You Approve Payable Time

Figure 5 Approve Payable Time Detail Page

After You Approve Payable 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 Staff and Student Pay Day Schedule.

After your approval, a notification email is immediately sent to the employee and payment will be issued according to the payday schedule.

Next Step: The Approve Payable Time tutorial Is Complete!
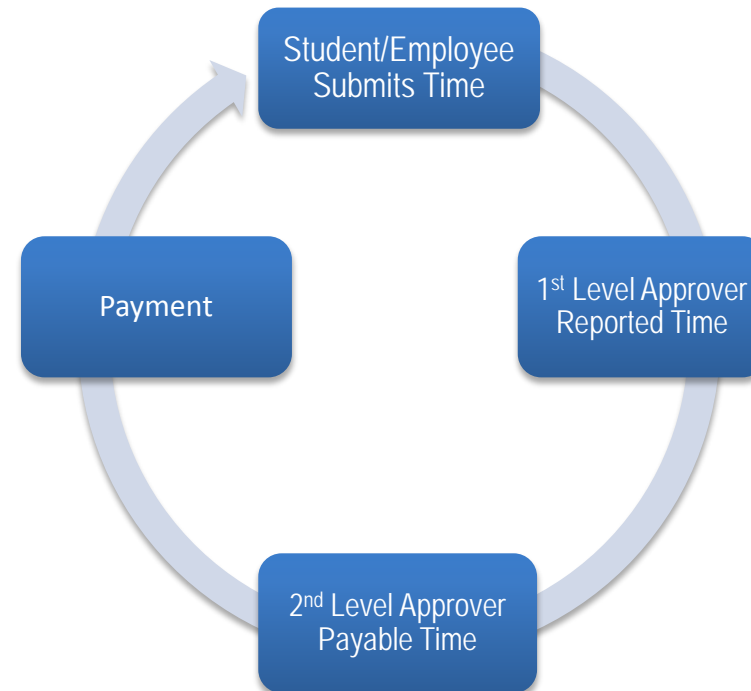
Figure 6 Reported Time Approval Cycle

The Approve Payable Time Guide Is Complete!

After reading this guide you should be able to:

- View the Approve Payable Hours Page
- Search for employees with payable hours that require approval
- View a Payable Time Listings
- View the Employee Payable Time Detail Page
- Approve an employee's payable time from the detail page
- Understand what occurs after you approve payable time