Approve Reported Time Guide

How to Use Timesheets to Approve Employee Submitted 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 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 ⓘ icon to return to this guide.

Contents

List of Figures

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.

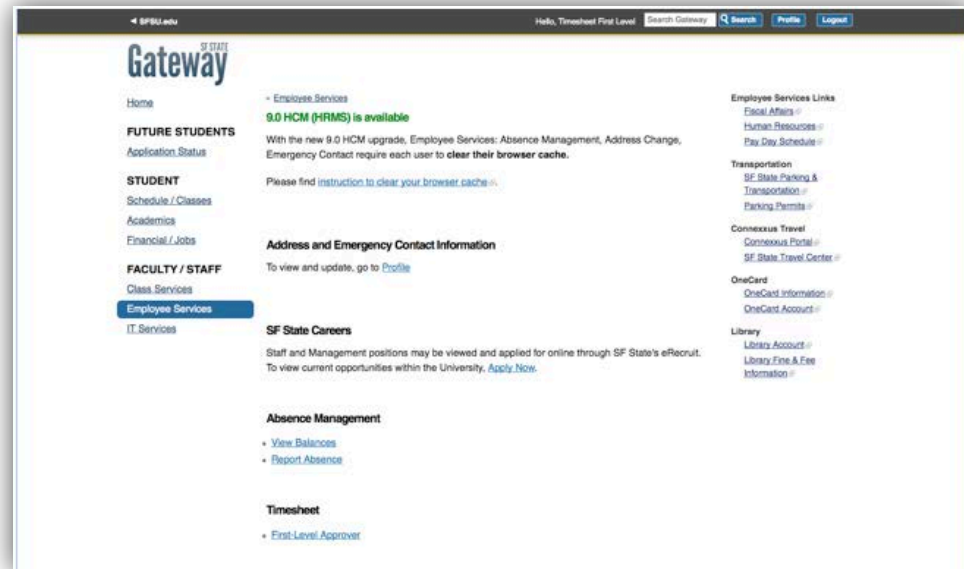**Next Step:** The Timesheet Summary Page

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. ⓘ—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

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 Criteri**a 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](#)

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

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

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 Staff and Student Pay Day Schedule.

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: The Approve Reported Time Guide Is Complete!
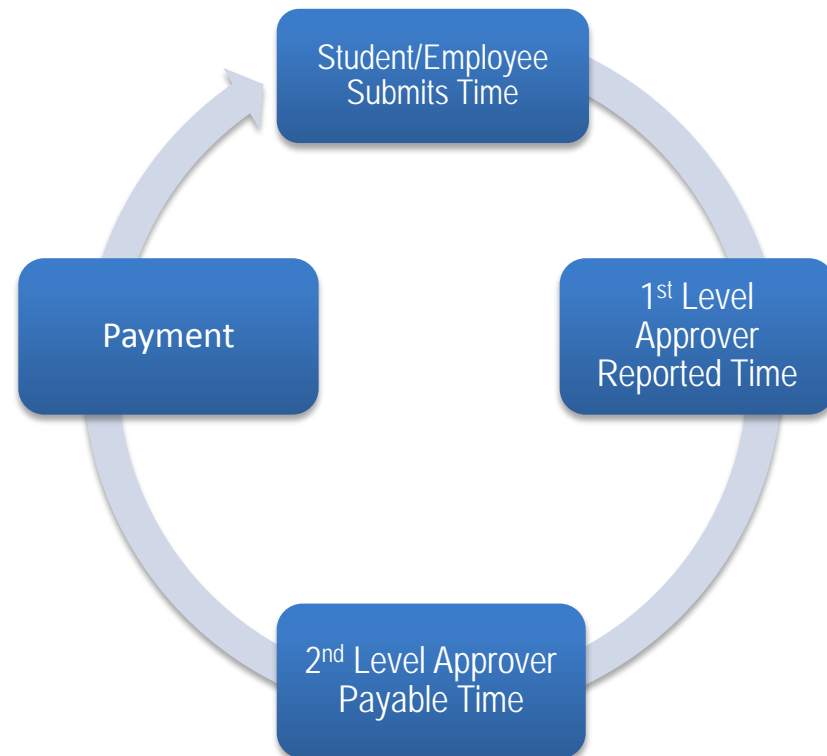
Figure 6 Submitted Time Approval Cycle

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