

NSU WEB TIME APPROVAL

Step by Step Guide to Approving Electronic Timesheets
Approvers

Approver Responsibilities

Review & Verify

- Review & verify all hours entered and/or leave taken to ensure any necessary corrections are made prior to approving time.

*Note - Any leave taken and/or comp/overtime entered on the employee's web timesheet should have an approved corresponding document (including the supervisor's signature) to match.

Return for Correction (if needed)

- Notify the employee when a web timesheet is returned for corrections.

Approve

- Approve the employee's web time entry for every pay period.

Documents to Payroll

- Once all time has been approved via the web, all time entry documentation should be forwarded to the Payroll department. This includes all Request for Leave documents (including any backup documentation) and all Compensatory/Overtime Earned documents.

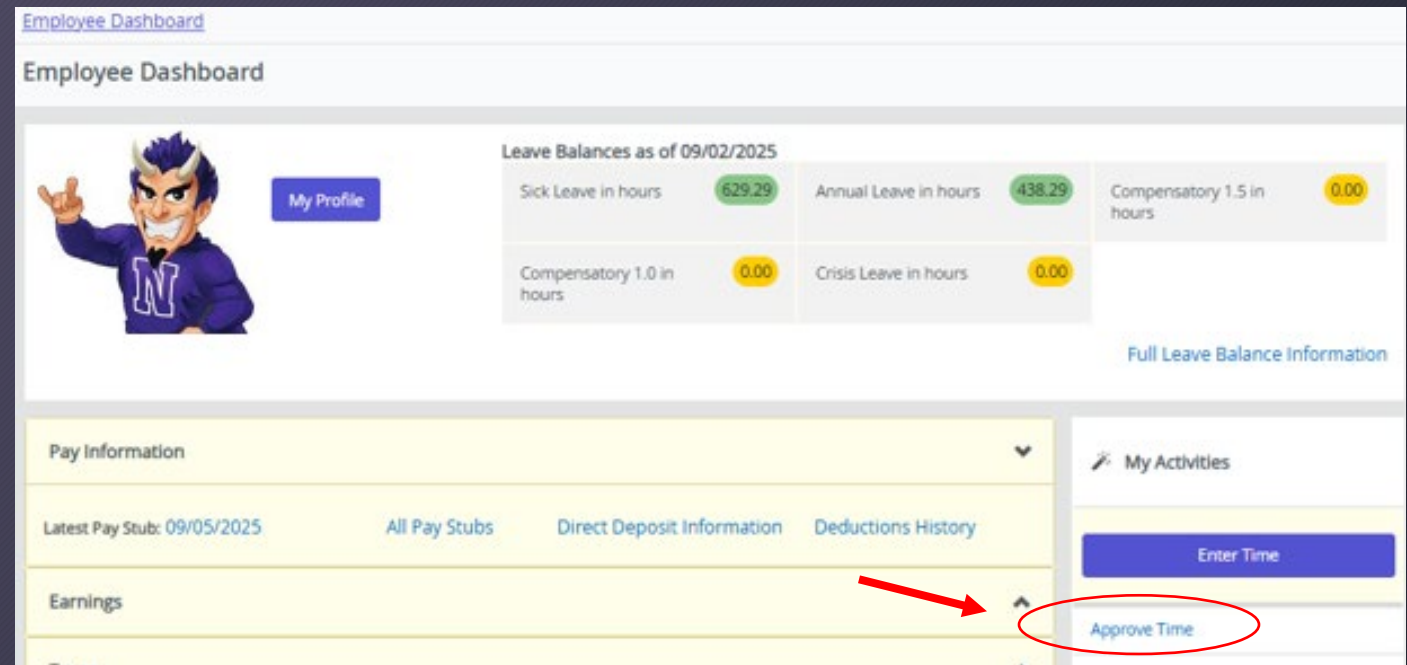
*Note - All Graduate Assistant, Students & Wages of Labor documents are kept in the department's file for 5 years.

Access Web Timesheets to Approve

Log into [myNSU](#).

Choose Employee Self-Service to access the Employee Dashboard.

Click “Approve Time” in the My Activities section to view & approve employee timesheets.



Time Entry Approvals (Proxy Approvers ONLY)

Employee Dashboard • Time Entry Approvals

Approvals - Timesheet

Approvals Timesheet

Timesheet All Departments Enter ID/Name All Status except Not Started

Proxy Super User

Click 'Proxy Super User'

Employee Dashboard • Proxy or Super User

Proxy or Superuser

Application Selection

Time & Leave Approvals

Act as a Superuser

☐ Act as Time Entry Approvals Superuser
☐ Act as Leave Report Approvals Superuser

Act as a Proxy for

Self-Sarpy, Christi L. - [Business Affairs]

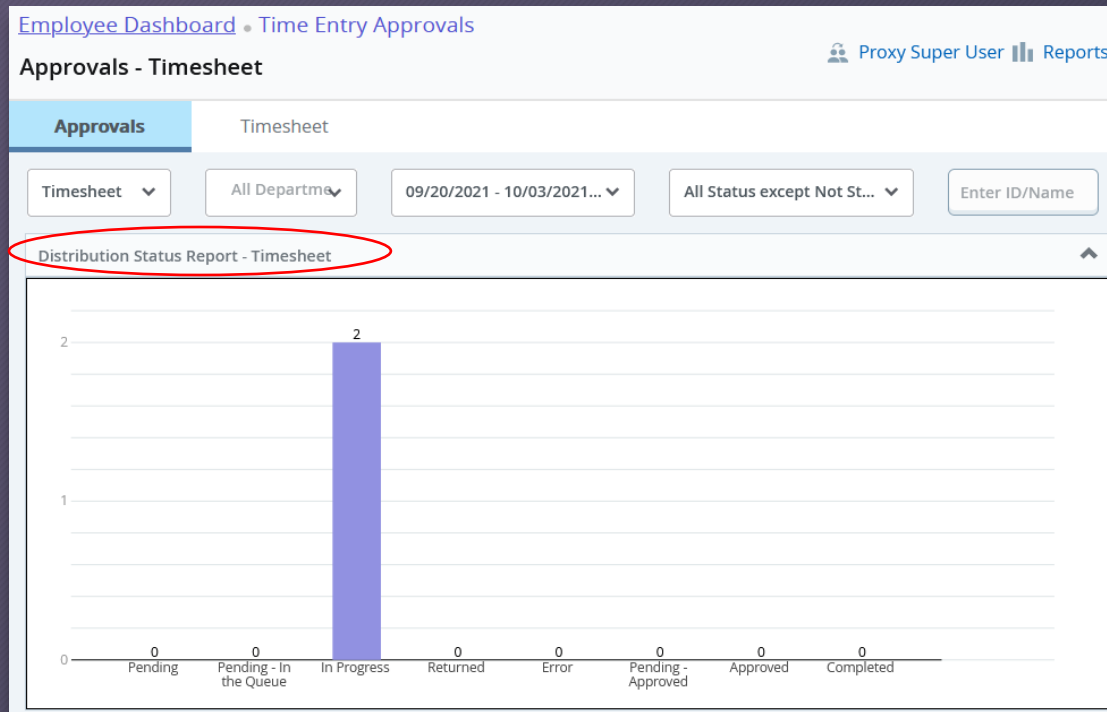
Navigate to Time & Leave Approvals application

Choose the following:

- Application Selection - Time & Leave Approvals
- Act as a Proxy for - Choose the Approver you are proxy for

Time Entry Preview & Approvals

You will see a Distribution Report that shows you how many timesheets are in each status (Pending, In Progress, Approved, Complete, etc.) and each employee listed below in each section with drop-down menus. Click on each employee to preview the timesheet submitted and/or look at leave balances.



Pending	0	▼
Pending - In the Queue	0	▼
In Progress	2	▼
Returned	0	▼
Error	0	▼
Pending - Approved	0	▼
Approved	0	▼
Completed	0	▼

Click the drop-down menu (▼) to expand each section & view employees

Approve or Return for Correction (Repeat for Each Employee Timesheet)

Details

Click details to review the employee's timesheet.

Approve

If the timesheet is correct, click “Approve”.

Return for Correction

If the timesheet is incorrect,
click “Return for Correction” & notify the employee
to correct and resubmit for approval.

Preview

W22356914 - Oshel, Debi G.

Payroll Specialist, 000604-00, W, 410000, Finance Office

Pay Period: 02/24/2019 - 03/09/2019 | 80.00 Hours

Submitted On: 03/08/2019, 08:51 AM

Earning Distribution

Earn Code	Shift	Total
Regular Pay	1	69.50
Sick Leave	1	2.50
Holiday	1	8.00
Total Hours		80.00

Details

Return for correction

Approve

Recall & Return for Correction AFTER Approval

Recall

Click “Recall” to recall employee's timesheet to approval queue.

Return

Click “Return” to return employee's timesheet for correction & notify the employee to correct and resubmit for approval.

Other Options

The screenshot shows a web interface for 'Approvals - Timesheet'. At the top left, there is a link 'Employee Dashboard' circled in red. To its right is the text 'Time Entry Approvals'. Below this, the main title 'Approvals - Timesheet' is displayed. On the right side of the header, there is a user profile icon labeled 'Proxy Super User' and a 'Reports' link circled in red. Below the header, there are two tabs: 'Approvals' and 'Timesheet', with 'Timesheet' circled in red. Under the 'Timesheet' tab, there are five filters: a dropdown menu set to 'Timesheet', a dropdown menu set to 'All Departments', a date range dropdown set to '09/20/2021 - 10/03/2021 (2021 BW 20)', a status dropdown set to 'All Status except Not Started', and a text input field labeled 'Enter ID/Name'.

Return to
Employee
Dashboard

Click “Employee
Dashboard” to
return to the
home screen.

Timesheet

Click
“Timesheet”, to
see your
timesheet.

Reports

Click “Reports”
to see a break
down for the
pay period of
hours reported.