

Employee Self-Service

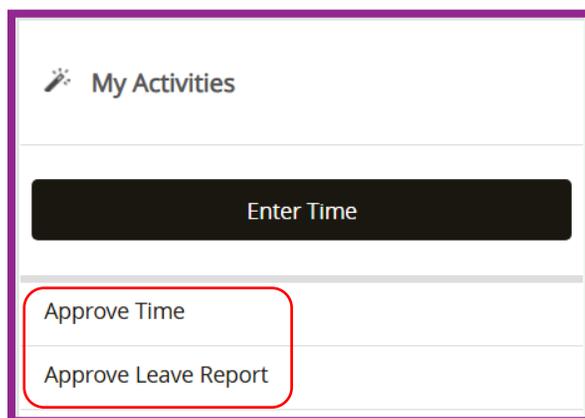
Approving Timesheets and Leave Reports

Accessing Employee Self-Service

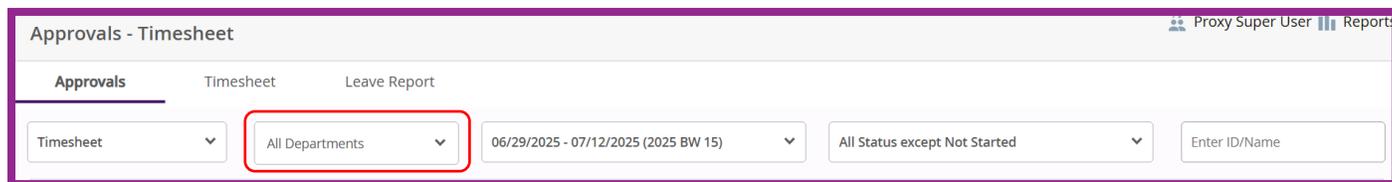
- Open [Self-Service Apps](#)
- Click the **Employee** tab
- Sign in

Employee Dashboard Screen

Under the **My Activities** section of the Employee Dashboard, click the button: **Approve Timesheet** or **Approve Leave Report**. All non-exempt employees complete Timesheets, while all exempt, salaried employees complete Leave Reports. You must choose the selection based upon what you are approving at the moment.



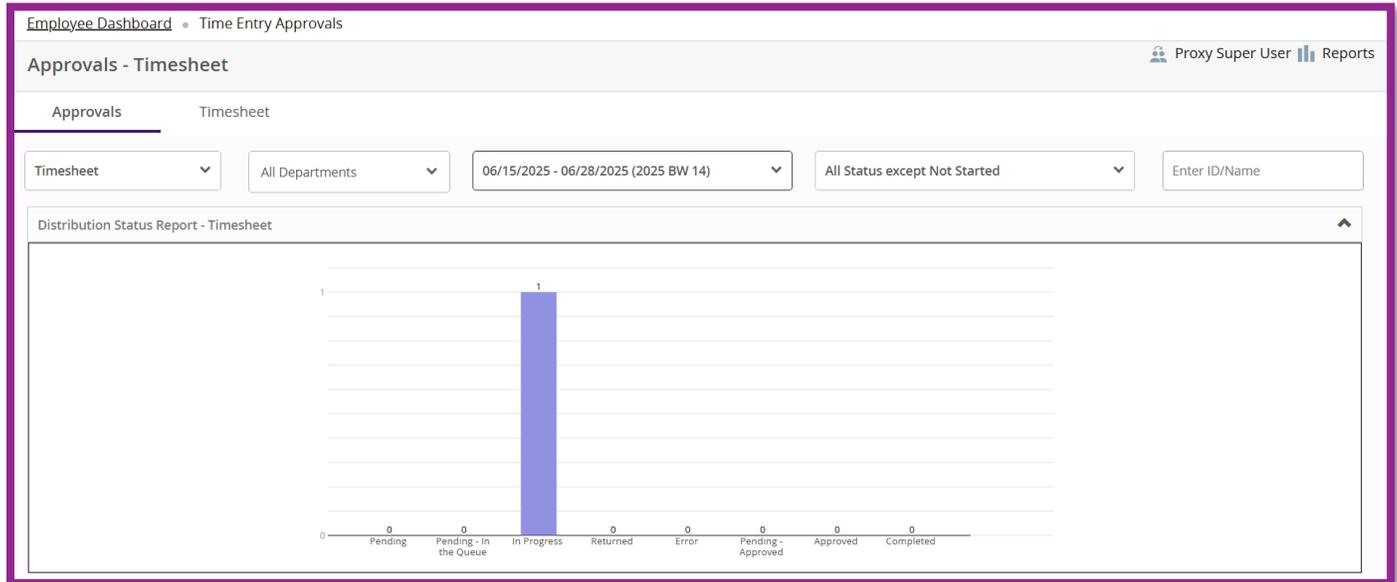
After clicking the Approve Time button, the Approvals – Timesheet page will appear. If an approver/supervisor has approval authority for multiple departments, a department selection must be made. To access the current or previous pay periods, use the drop-down menu arrow to select the pay period you need to access.



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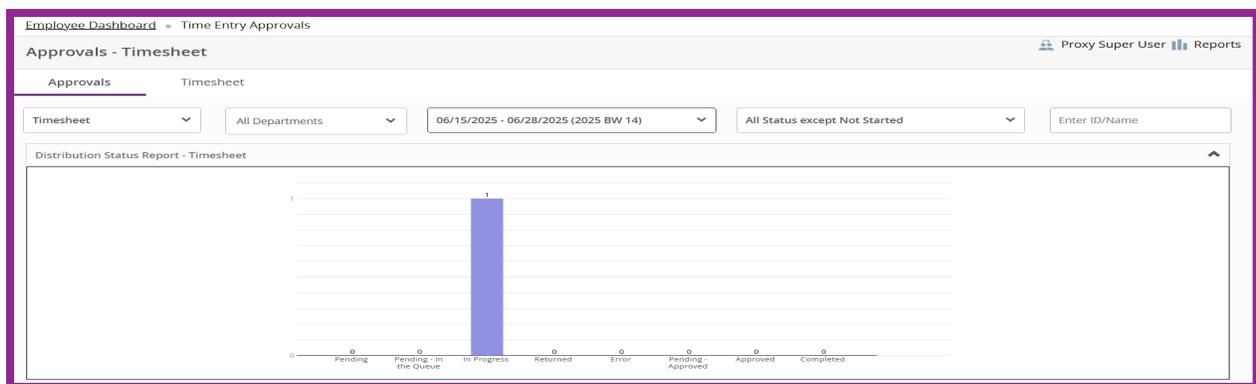
Once the parameters have been entered a graph showing the number of Timesheets in the various statuses will show in the Distribution Status Report – Timesheet section.



If none of the employees within the department have submitted a Timesheet for the pay period, you will see a red message that says **No Timesheet documents available for approval.**

Reviewing Timesheets and Leave Reports

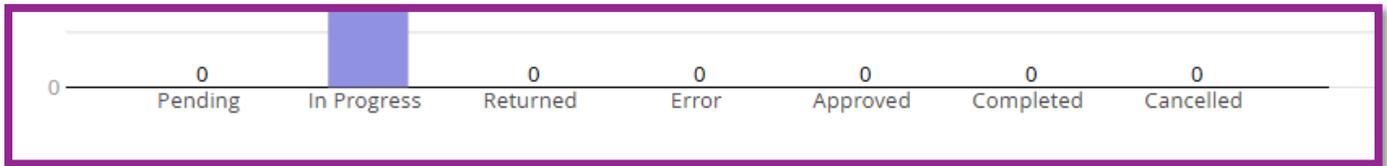
On the **Approvals – Timesheets** page, you can sort Timesheets based on different criteria such as Department, Pay Period, Status, and ID/Name. Make selections from the drop-down menu as needed. A **Distribution Status Report – Timesheet** (bar graph) is available to view. The process for accessing the **Approvals – Leave Report** queue is the same, as are the processes which follow in regards to Timesheets.



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Approving Timesheets and Leave Reports

Below the Distribution Status Report – Timesheet (bar graph) you will find a detailed view of the various queues for Pending, In Progress, Returned for Correction, Error, Approved, Completed, and Cancelled Timesheets or Leave Reports.



You may click on the Employee's Name to access the Timesheet or Leave Report, or you can click on the 3 dots to access the menu options. From there you can choose to Preview the Timesheet or Leave Report, or view the individual's current Leave Balances.

Please keep in mind that on Leave Reports the employee's leave balances will not be up-to-date and accurate unless all leave has been reported **and** approved.

In Progress	Employee Name	ID	Organization	Hours/Units
1	[Redacted]	[Redacted]	K-99058, Business Office-F/S Time Entry	8.00 Hours
Returned				
0				

Reviewing Employee Leave Balances

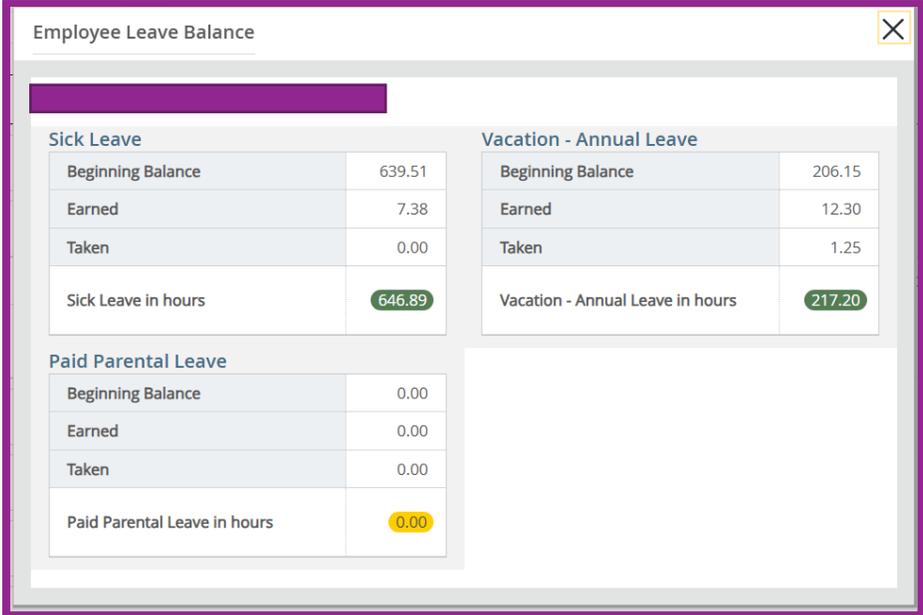
Supervisors should review an employee's leave balances to ensure they have enough to cover the hours they are reporting. To access the leave balances, click on the 3 dots from the **Approvals – Timesheets** or **Approvals – Leave Report** section and click on **Leave Balances**.

In Progress	Employee Name	ID	Organization	Hours/Units
1	[Redacted]	[Redacted]	K-99058, Business Office-F/S Time Entry	8.00 Hours
Returned				
0				

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Approving Timesheets and Leave Reports

A pop-up box will appear for the selected employee, showing you the current leave available.



The image shows a pop-up window titled "Employee Leave Balance" with a close button in the top right corner. The window displays three tables of leave balances:

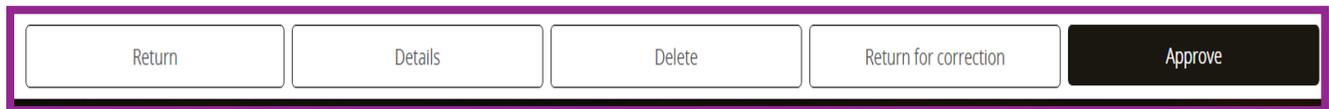
Sick Leave	
Beginning Balance	639.51
Earned	7.38
Taken	0.00
Sick Leave in hours	646.89

Vacation - Annual Leave	
Beginning Balance	206.15
Earned	12.30
Taken	1.25
Vacation - Annual Leave in hours	217.20

Paid Parental Leave	
Beginning Balance	0.00
Earned	0.00
Taken	0.00
Paid Parental Leave in hours	0.00

Additional Review Functions for Timesheets and Leave Reports

When approving Timesheets and Leave Reports, there are six action buttons at the bottom of the screen: **Return**, **Details**, **Delete**, **Return for Correction**, and **Approve**.



- **Return** will take you out of the Timesheet or Leave Report.
- **Details** will show you the weekly detail view as the employee entered the time/leave. This is where the Approver can make corrections, if necessary. Supervisors should return the Timesheet or Leave Report for correction and Resubmission.
- **Delete** will delete the entire Timesheet or Leave Report.
- **Return for Correction** will return the Timesheet or Leave Report to the employee for correction. Returned Timesheets and Leave Reports should have a comment entered before being returned so that the reason for the return is documented and the employee is aware of the changes required.

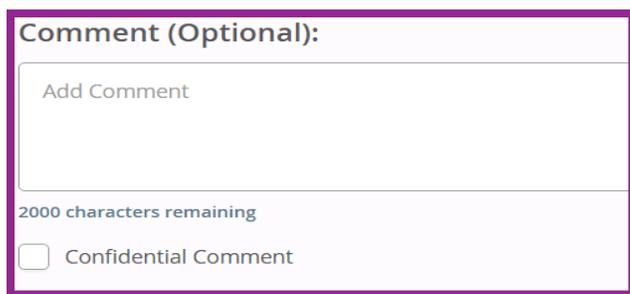
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Approving Timesheets and Leave Reports

- **Approve** will approve the Timesheet or Leave Report. If a Leave Report, once the Approve button is clicked, the leave balances are immediately reduced. Once approved, the Leave Report cannot be returned.

Adding Comments to Timesheets and Leave Reports

Supervisors may add comments to a Timesheet or Leave Report, just as an employee can. Comments added to Timesheets and Leave Reports are visible to the employee unless the Confidential Comment box is checked.



Comment (Optional):

Add Comment

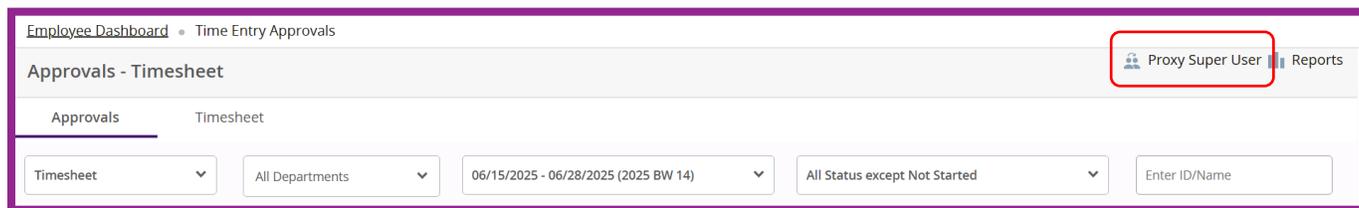
2000 characters remaining

Confidential Comment

Timesheets and Leave Report Proxies – Proxy Setup

Supervisors are required to review and approve all online Timesheets and Leave Reports for their employees prior to the deadline each pay period. If you will not be able to perform this duty, due to vacation or sick leave, it is your responsibility to schedule one of your proxies to take care of this for you. A Proxy is an approver who you are giving the rights to approve Timesheets and Leave Reports on your behalf.

From the Time Entry Approvals page, click the **Proxy Super User** link in the top right corner.



Employee Dashboard • Time Entry Approvals

Approvals - Timesheet

Proxy Super User Reports

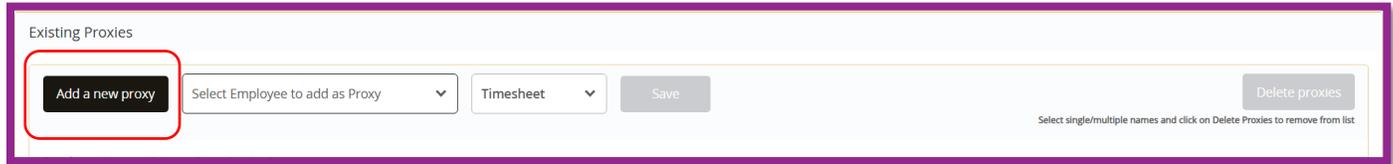
Approvals Timesheet

Timesheet All Departments 06/15/2025 - 06/28/2025 (2025 BW 14) All Status except Not Started Enter ID/Name

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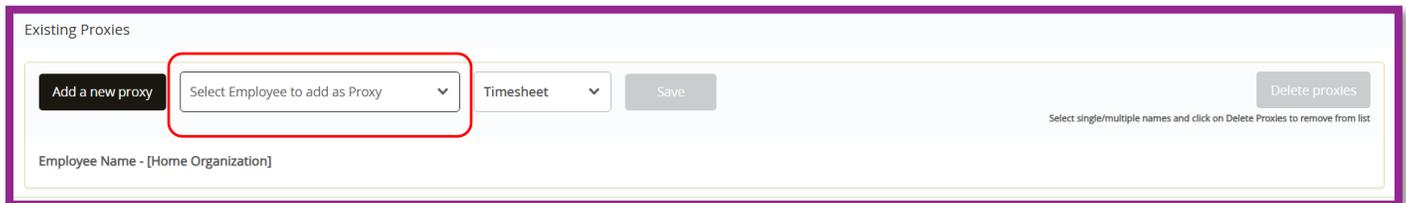
Approving Timesheets and Leave Reports

Click on the button: Add a new proxy in the Existing Proxies section.



The screenshot shows the 'Existing Proxies' section of a web application. It features a form with the following elements: a black button labeled 'Add a new proxy' (highlighted with a red box), a dropdown menu labeled 'Select Employee to add as Proxy', a dropdown menu labeled 'Timesheet', a grey 'Save' button, and a grey 'Delete proxies' button. Below the form, there is a small text instruction: 'Select single/multiple names and click on Delete Proxies to remove from list'. The text 'Employee Name - [Home Organization]' is visible at the bottom left of the form area.

Search for the employee that you would like to assign as your Proxy from the drop-down menu. Your Proxy should be another employee who has been granted access as a Time and/or Leave Approver.



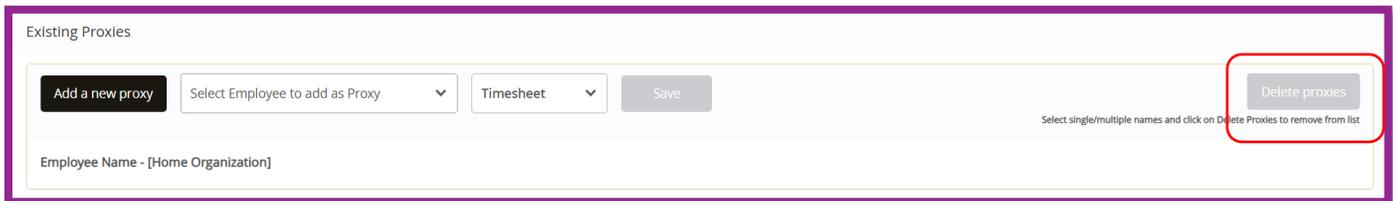
This screenshot is similar to the previous one, showing the 'Existing Proxies' section. In this instance, the 'Select Employee to add as Proxy' dropdown menu is highlighted with a red box. The other elements, including the 'Add a new proxy' button, 'Timesheet' dropdown, 'Save' button, and 'Delete proxies' button, are visible in their original positions. The text 'Employee Name - [Home Organization]' is also present at the bottom left.

Designating a Proxy to approve a Timesheet or Leave Report in your absence does not eliminate your ongoing responsibility to approve time for your employees. The Proxy function is intended only to be used when circumstances such as a vacation or illness prevent you from completing your normal time approving duties before the Pay Period deadline.

Deleting a Proxy

When an Individual is no longer serving as your proxy, they should be removed from your proxy list. To do so, select the check-box next to your Proxy's name and click the button:

Delete Proxies



This screenshot shows the 'Existing Proxies' section with the 'Delete proxies' button highlighted by a red box. The rest of the interface, including the 'Add a new proxy' button, the 'Select Employee to add as Proxy' dropdown, the 'Timesheet' dropdown, and the 'Save' button, remains unchanged. The text 'Employee Name - [Home Organization]' is visible at the bottom left.

Approving Timesheets and Leave Reports as a Proxy

If another approver has granted Proxy rights to you, you may approve Timesheets or Leave Reports on their behalf. From the Time Entry Approvals page, click on the **Proxy or Super User** button. On the Proxy or Super User page, there is a section titled **Act as Proxy for**. Your

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information will default as the selection and you must use the drop-down to select who you are acting on behalf of. *Click the button: **Navigate to Time & Leave Approvals application.***

Note: only employees who set you as their proxy on their profile will be visible on the drop-down.

The screenshot shows the 'Employee Dashboard' with the user role 'Proxy or Super User'. The page is titled 'Time & Leave Approvals'. Under the 'Act as a Superuser' section, there are three radio buttons: 'Act as Time Entry Approvals Superuser', 'Act as Leave Report Approvals Superuser', and 'Act as Leave Report Approvals Superuser'. The 'Act as a Proxy for' section features a dropdown menu with 'Self -Ms Tammy Lynn Plier, Accounting' selected. Below this, the 'Existing Proxies' section includes an 'Add a new proxy' button, a 'Delete proxies' button, and a list of proxies. The list contains one entry: 'Ms Mitzi C Bentley, Accounting, Time'. At the bottom right, there is a button labeled 'Navigate to Time & Leave Approvals application'.

You will now be able to view Timesheets and Leave Reports as a Proxy to review/approve. The Routing and Status section of the reports will note that the approval was made by the Proxy and not the employee's supervisor.