

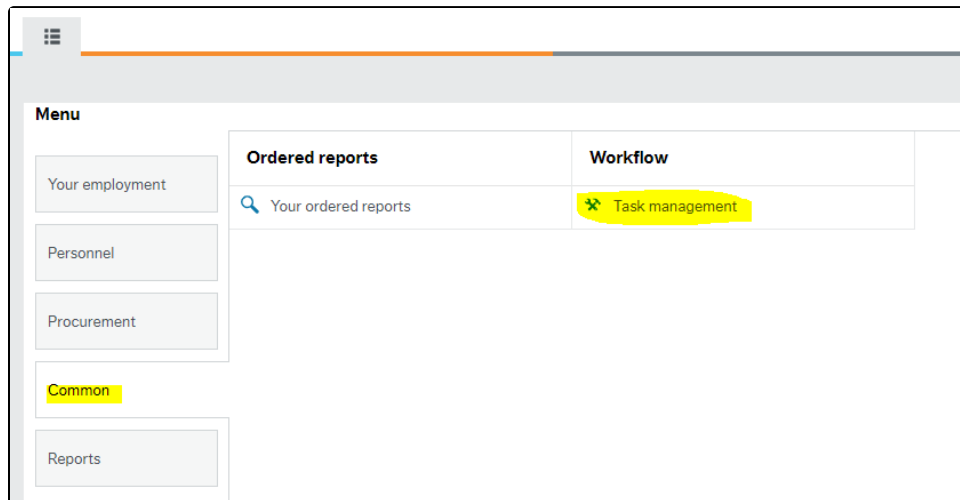
Approving/Rejecting An Employee's Timesheet Submission - Supervisor (Unit4)

- The following steps outline supervisor instructions to approve or reject a timesheet submission in Unit4.

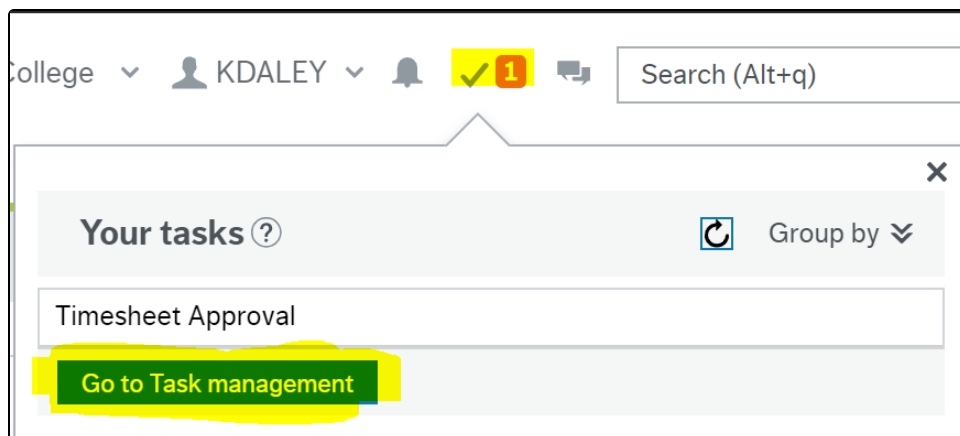
1. Once the employee has submitted their timesheet, it will show up in the supervisor's top menu under the Task Management icon (check box). Click on the icon to display all tasks.



2. Go to "Task Management" under the "Common" menu OR Click on the notifications and select "Task Management"



OR



3. Click on "Timesheet Approval"

Group by

Step
Process

1

Timesheet Approval

4. Select the first line to begin reviewing Timesheets, or select a specific line.

Sort and group by

Client	Process name	Workflow step	Task data	Due on	Shareable	
SK	Timesheet Ap...	Timesheet Ap...	Resource Name: Barlow, J...			

5. Select the timesheet from the left menu **THEN** review the entry.
- a. Review each line of the time sheet for the following:
 - i. Correct work order used. If you're reviewing a work study student, then only the work study work order should be used.
 - ii. Correct time code used (i.e. regular time, stat holiday, etc.)
 - iii. Correct number of hours per day, and in total.
 - iv. Adequate balances available for any leave taken (top right of screen shows current balances).
 - b. If ALL lines on the time sheet are correct, action the request by selecting "**Approve**."

■ **Approve:** Approves the submitted request

Timesheet approval

Timesheet information

Resource	Cristin, Natalie	Hours to approve	70.00
ResID	801091	Total hours	70.00
Period	2020013	Overline	0.00
		Work schedule (hours)	70.00

A Balances

Balance	Unit	Proposed	Confirmed	Total
Exempt Overline Bank - Hours	Hours	0.00	0.00	0.00
PPWC Overline Bank - Hours	Hours	0.00	0.00	0.00
Sick Bank - Exempt	Hours	0.00	0.00	0.00
Sick Bank - PPWC	Hours	0.00	0.00	0.00
Vacation Bank - Exempt	Hours	0.00	0.00	0.00

Workflow log (row 1)

6/17/2020 9:41 AM Natalie Cristian (NORFOLK) - Distributed

Enter a comment

Copy

Timesheet details

Zoom	Status	Time code	Work order	Project	Activity	Description	Fund-src	Campus	Time unit	Mon 6/1	Tue 6/2	Wed 6/3	Thu 6/4	Fri 6/5	Sat 6/6	Sun 6/7	Mon 6/8	Tue 6/9	Wed 6/10	Thu 6/11	Fri 6/12	Sat 6/13	Sum	Invoiced	Value
1		REGHOURS	20-174-001	30-174	99	4411 Admin - CP			Hours	0.00	7.00	7.00	7.00	7.00	0.00	0.00	7.00	7.00	7.00	7.00	7.00	0.00	70.00	0.00	
Σ									Hours	0.00	7.00	7.00	7.00	7.00	0.00	0.00	7.00	7.00	7.00	7.00	7.00	0.00	70.00	0.00	

Timesheet actions

Approve

Reject

Advanced mode

Workflow user log

Log book

Export

- c. If ALL lines on the time sheet are incorrect, action the request by selecting "**Reject**".
 - **Reject:** Rejects the request and provides the manager an opportunity to include a note as to why, AND/OR what needs changed before approval. The rejected line/timesheet will go back to the employee for correction with the comment.

d. If **SOME** of the lines on the time sheet are correct, and some of the lines are incorrect, action the request by selecting "**Advanced Mode**".

- In Advanced mode, you are able to select specific lines on the time sheet to approve, and then can reject the remaining lines with a comment. Start by selecting the lines you want to approve, then click **Approve**, and then **Save**:

- You will be left with the items that you want to reject:

(Enter a comment)

Copy

⌵ Timesheet details

<input type="checkbox"/>	Zoom	Status	Time code	Work order	Project	Activity
<input type="checkbox"/>			OT1.5	30-100-001	30-100	99
<input type="checkbox"/>			REGHOURS	30-125-009	30-125	99
Σ						
<div>Approve</div> <div>Reject</div> <div>Undo</div>						

Save

-
- Switch back to "Simple Mode"

(Enter a comment)

Copy

⌵ Timesheet details

<input type="checkbox"/>	Zoom	Status	Time code	Work order	F
<input type="checkbox"/>			OT1.5	30-100-001	30
<input type="checkbox"/>			REGHOURS	30-125-009	30
Σ					
<div>Approve</div> <div>Reject</div> <div>Undo</div>					

Save

Reject

Simple mode

Workflow user log

Log book

Export

-
- Select "Reject", and a pop up will allow you to enter why you are rejecting these lines.

Timesheet: Approval - Reject

Enter your comment

Incorrect work order 30-125-009 should be 30-100-001. Overtime also worked on the 24th. Please update.

Reject

-
- Note that you can toggle between advanced and simple mode at any time.

6. You will automatically be moved into the next time sheet approval on your list. If you wish to select a different time sheet, make that selection from the list on the left, then carry out the same process for each time sheet.

1

All tasks

Today

Tomorrow

«

Search for tasks

🔍

↻

Task description

Client: **SK**, Workflow step: **Timesheet Approval**, Process name: **Timesheet Approval**, Resource Name: **Barlow, Jodi**, Resource ID: **803033**, Period: **202006**, Period: **TS**, Time code: **NORM**

THEN

Timesheet details												
Zoom	Status	Time code	Work order	Project	Activity	Description	Fund-src	Campus	Time unit		Mon 2/24	Tue 2/25
Q		NORM	30-110-001	30-110	99	2213 Accou...	OP	10	Hours	0.00	7.00	7.00
Σ										0.00	7.00	7.00

7. **Once you have completed all the time sheet tasks, if it is an approval due date, you may wish to log in and review your tasks again near the end of the day for any late submissions.**
8. **If you rejected any time sheets (in part, or entirely), prepare for future response and re-review the timesheet submission once the employee makes appropriate corrections.**

Related Articles:

- [Supervisor Resources - Finance Module](#)
- [Supervisor Resources - Absence Module](#)
- [Cost Distribution Updates \(Supervisor\) Form](#)
- [My Contracts \(Manager\) Report](#)
- [FAQs - Supervisor Reports \(Unit4\)](#)
- [Task Management - Workflow FAQ](#)
- [Reports for Supervisors \(Unit4\)](#)
- [Hiring Manager HR Resources](#)
- [My Posting Requisitions \(Manager\) Report](#)
- [Supervisor Resources - Timesheets Module](#)
- [People Planner - Unit4](#)