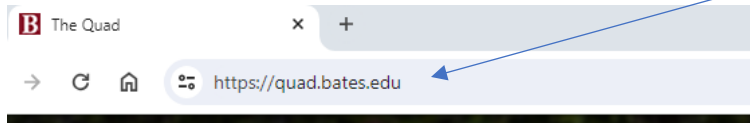
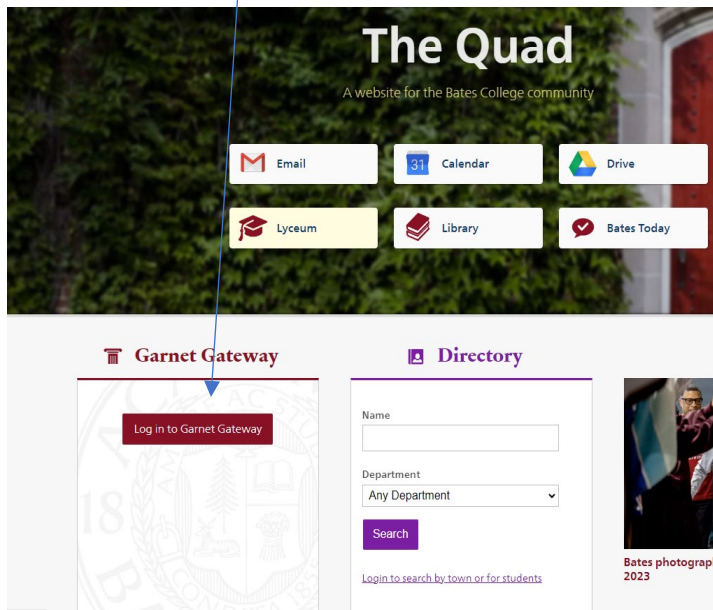


How to login to Garnet Gateway to approve a timesheet

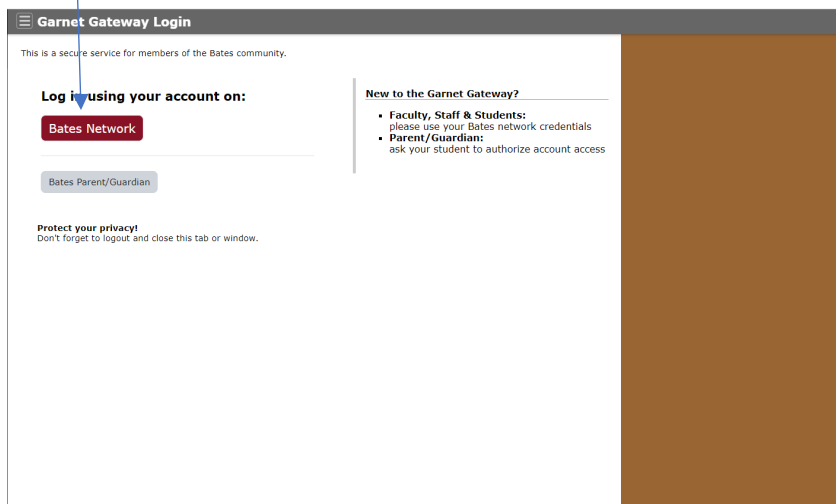
To get to Garnet Gateway type quad.bates.edu in a web address bar



Click on Log in to Garnet Gateway

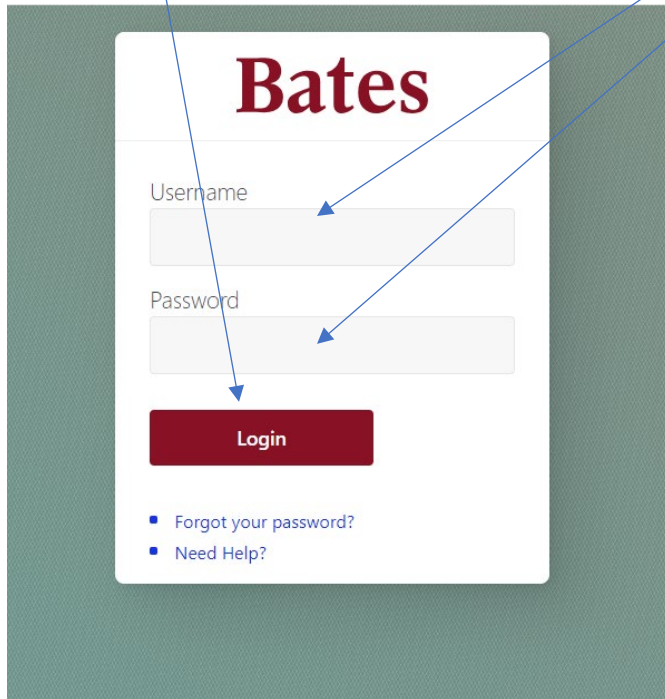


Click on Bates Network



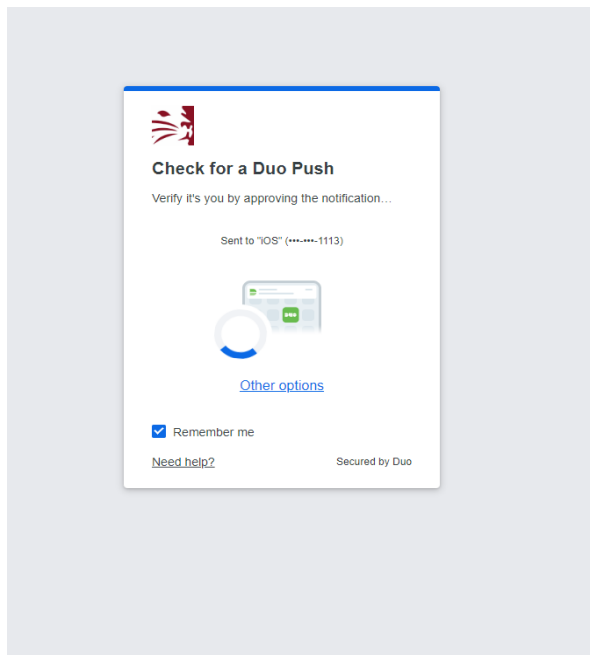
Enter your Username and Password (the same one that you use for email).

Click 



The image shows a login form for 'Bates' on a green textured background. The form is white and contains the following elements: the word 'Bates' in a large, dark red serif font; a 'Username' label above a light gray input field; a 'Password' label above another light gray input field; a dark red 'Login' button; and two links: 'Forgot your password?' and 'Need Help?'. Three blue arrows originate from the text above: one points to the 'Login' button, one points to the 'Username' input field, and one points to the 'Password' input field.

You will need to Duo authenticate, just like with email, using your fob or your cell phone.



The image shows a Duo authentication screen with a white background and a blue border. At the top left is a red logo. The main heading is 'Check for a Duo Push'. Below it is the instruction 'Verify it's you by approving the notification...'. A notification is shown as 'Sent to "IOS" (*****1113)'. Below the notification is an illustration of a smartphone with a Duo push notification and a circular progress indicator. A link for 'Other options' is present. At the bottom, there is a checked checkbox for 'Remember me', a 'Need help?' link, and the text 'Secured by Duo'.

You should now be in Garnet Gateway. Click on Dashboard

Garnet Gateway Home

Change to the Garnet Gateway is coming!
some of your menu links will now take you to a newer version, but you can always refer to the previous version with the adjacent ↻

To-do

- 1 Feedback
Please tell us about your experience with the Garnet Gateway!

Now open!

Nothing is currently open.

Action

- Time
 - Time Sheet
 - Leave Balances
- Data management
 - Access Control
- Bates Faces
- Events management
- Course Schedule

Employees

Dashboard

- Compensation & Benefits
 - Benefits Summary
 - Pay Letters
 - Total Compensation
- Pay
 - Deductions History
 - Direct Deposit
 - Earnings History
 - Pay Stubs
- Supervisor
 - Time Sheet
 - My Employees
 - Personnel Actions
- Taxes
- Training/Development

Protect your privacy! Don't forget to logout and close this tab or window.

Click on Approve Time

Bates Garnet Gateway: Employee: b9-TEST Mel McGuire -she/her/hers-

Home • [Employee Dashboard](#)

Employee Dashboard

Mel McGuire -she/her/hers- Profile My Team

Leave Balances as of 01/22/2024

Sick Leave in hours	153.44	Administrative Vacation Leave in hours	160.00	Personal Time Off Leave in hours	16.00
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Full Leave Balance Information

Pay Information

Latest Pay Stub: 01/11/2024 All Pay Stubs Direct Deposit Information Deductions History

Earnings Taxes Job Summary Employee Summary

My Activities

- Enter Time
- Approve Time
- Pay Stub Administrator
- Employee Menu

The screen opens on the Approvals tab. There are numerous filters listed at the top to select the particular timesheets, status or names as well as a “Distribution Status Report” that shows in a graph which of your employees are in what stage of submitting their timesheet.

There are numerous sections that may have information at the bottom of the screen (In Progress, Returned, Error, Approved, Completed). If there is a number next to any of these sections, open it and review the information.

Sections at the bottom of the Time Entry Approvals screen

Home • Employee Dashboard • Time Entry Approvals

Status	Count
Pending	1
Pending - In the Queue	0
In Progress	0
Returned	0
Error	0
Pending - Approved	0
Approved	0
Completed	0

Employee Name	ID	Organization	Hours/Units
Jen Kish -Decline to answer/Don't share pronouns- Senior Human Resources Coordinator, B98357-00	001016071	8-7102, L-Human Resources	80.00 Hours

Under the pending section click on the name of the employee whose timesheet you want to review.

Employee Dashboard • Time Entry Approvals

Approvals - Timesheet

Timesheet: [Dropdown] All Departments: [Dropdown] 01/14/2024 - 01/27/2024 (2024 BE 3): [Dropdown] All Status except Not Started: [Dropdown] Enter ID/Name: [Text Box]

Status	Count
Pending	1
Pending - In the Queue	0
In Progress	0
Returned	0
Error	0
Pending - Approved	0
Approved	0
Completed	0

Employee Name	ID	Organization	Hours/Units
Jen Kish -Decline to answer/Don't share pronouns- Senior Human Resources Coordinator, B98357-00	001016071	8-7102, L-Human Resources	80.00 Hours

If you click the check box next to the name you can approve/acknowledge the timesheet without looking at the detail. **Note:** The timesheet is a legal document that you are attesting to and so you want to be sure to review the detailed hours that you are attesting to.

The detailed timesheet will appear for your review.

Bates Garnet Gateway: Employee: b9-TEST
⚙️ 👤 Mel McGuire -she/her/hers-

[Employee Dashboard](#) • [Time Entry Approvals](#) • [Senior Human Resources Coordinator, B98357-00, 8, 7102, L-Human Resources](#) • [Preview](#)

Timesheet Detail Summary

001016071, Jen Kish -Decline to answer/Don't share pronouns-

Senior Human Resources Coordinator, B98357-00, 8, 7102, L-Human Resources

Pay Period: 01/14/2024 - 01/27/2024 | 80.00 Hours | Pending Submitted On 01/22/2024, 08:15 AM

Time Entry Detail			
Date	Earn Code	Shift	Total
01/15/2024	010, Regular Hours	1	8.00 Hours
01/16/2024	010, Regular Hours	1	8.00 Hours
01/17/2024	010, Regular Hours	1	8.00 Hours
01/18/2024	010, Regular Hours	1	8.00 Hours
01/19/2024	010, Regular Hours	1	8.00 Hours
01/22/2024	010, Regular Hours	1	8.00 Hours
01/23/2024	010, Regular Hours	1	8.00 Hours
01/24/2024	010, Regular Hours	1	8.00 Hours
01/25/2024	010, Regular Hours	1	8.00 Hours
01/26/2024	010, Regular Hours	1	8.00 Hours

Summary				
Earn Code	Shift	Week 1	Week 2	Total
010, Regular Hours	1	40.00	40.00	80.00 Hours
Total Hours		40.00	40.00	

Routine and Status

Return
Details
Return for correction
Approve

If you scroll down you can see that there are sections to enter a Comment and a check box to keep the Comment Confidential.

Bates Garnet Gateway: Employee: b9-TEST Mel McGuire -she/her/hers-

Employee Dashboard • Time Entry Approvals • Senior Human Resources Coordinator, B98357-00, 8, 7102, L-Human Resources • Preview

Date	Shift	Hours	Rate
01/23/2024	010, Regular Hours	1	8.00 Hours
01/24/2024	010, Regular Hours	1	8.00 Hours
01/25/2024	010, Regular Hours	1	8.00 Hours
01/26/2024	010, Regular Hours	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Total
010, Regular Hours	1	40.00	40.00	80.00 Hours
Total Hours		40.00	40.00	

Routing and Status

Name	Action
	Originated On 01/16/2024, 10:22 AM by Jen Kish -Decline to answer/Don't share pronouns-
	Submitted On 01/22/2024, 08:15 AM by Jen Kish -Decline to answer/Don't share pronouns-
	Approve by 01/29/2024, 11:59 PM
Mel McGuire -she/her/hers-	Pending Approval

Comment (Optional):
Add Comment

2000 characters remaining
 Confidential Comment

Return Details Return for correction Approve

Options:

Click "Details" to view the day by day entry

Click "Return for Correction" for the employee to correct hours entered.

Click "Approve" to approve the timesheet.

Once approved you will get the message box "Timesheet successfully approved"

Bates Garnet Gateway: Employee: b9-TEST Mel McGuire -she/her/hers- 1

[Employee Dashboard](#) • [Time Entry Approvals](#) • [Senior Human Resources Coordinator, B98357-00, 8, 7102, L-Human Resources](#) • ✔ Timesheet successfully approved.

Timesheet Detail Summary

001016071, Jen Kish -Decline to answer/Don't share pronouns- 🖨️

Senior Human Resources Coordinator, B98357-00, 8, 7102, L-Human Resources

Pay Period: 01/14/2024 - 01/27/2024 | 80.00 Hours | Approved | Approved On 01/22/2024, 04:52 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
01/15/2024	010, Regular Hours	1	8.00 Hours
01/16/2024	010, Regular Hours	1	8.00 Hours
01/17/2024	010, Regular Hours	1	8.00 Hours
01/18/2024	010, Regular Hours	1	8.00 Hours
01/19/2024	010, Regular Hours	1	8.00 Hours
01/22/2024	010, Regular Hours	1	8.00 Hours
01/23/2024	010, Regular Hours	1	8.00 Hours
01/24/2024	010, Regular Hours	1	8.00 Hours
01/25/2024	010, Regular Hours	1	8.00 Hours
01/26/2024	010, Regular Hours	1	8.00 Hours

Summary				
Earn Code	Shift	Week 1	Week 2	Total
010, Regular Hours	1	40.00	40.00	80.00 Hours
Total Hours		40.00	40.00	

Routing and Status

Return Details Recall

If you have approved in error, you can also recall the timesheet by clicking on Recall

You can then make corrections and approve again.