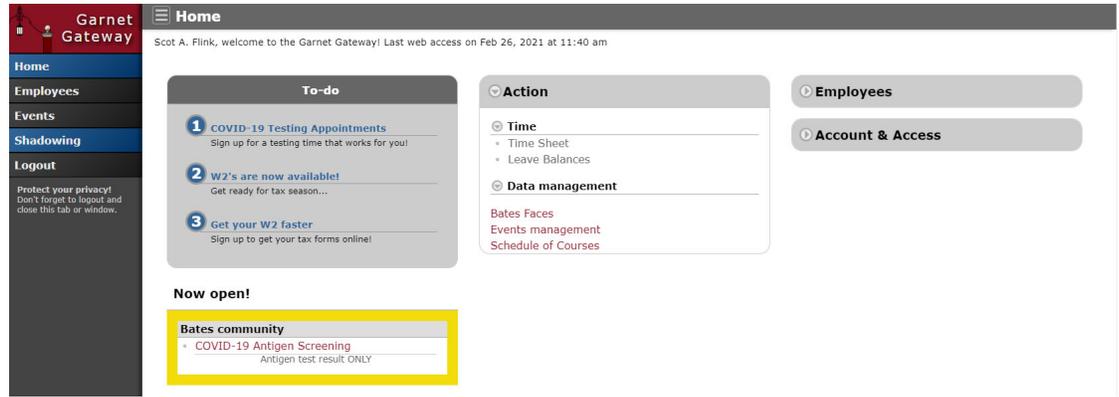
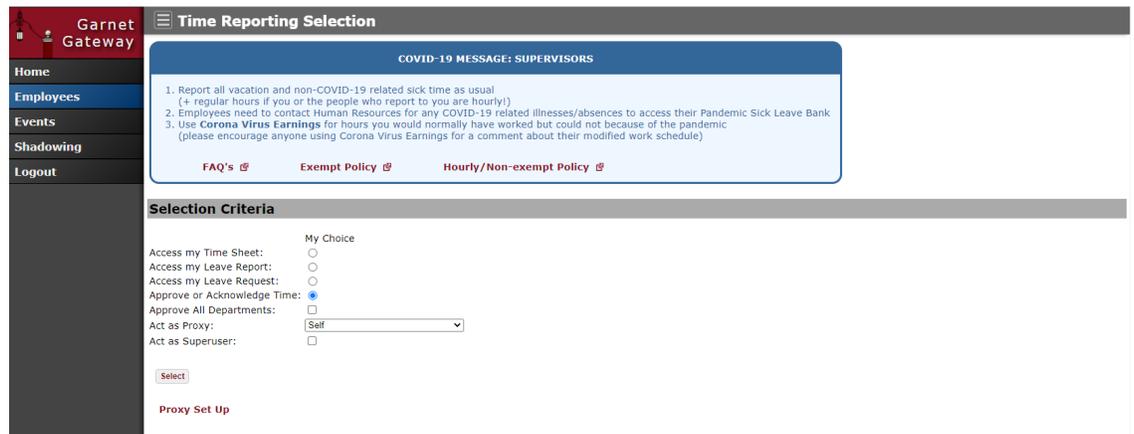


# Approving Employee Timesheets on Garnet Gateway

1. Select the “Employees” tab, you will then click on the “Time Sheet” option located under the “Action” subsection header.



2. After clicking on “Time Sheet” you will be directed to the “Time Reporting Selection” page. Select “Approve or Acknowledge Time” to approve timesheets. You can set up another person to approve the timesheet on your behalf by clicking on “Proxy Set Up” and selecting the person you wish to approve the timesheet. We strongly urge supervisors to set up a Proxy! See the Timesheet Approver Proxy page on the Payroll website for more information.



- You will be directed to the “Approver Selection” page which may have several departments and pay periods under “Time Sheet.” Select the applicable department and choose the correct pay period. After doing those actions, review the “Sort Order” section and select “Sort employees’ records by Status then by Name” (This will create different sections of employees, depending on what the status of the timesheet is. Timesheets waiting to be approved will be in “Pending” status). Hit “Select” to be taken to the next page.

- The “Department Summary” page will open. You will then click on the employee’s name in the summary box located under the Department Summary. Only timesheets in “Pending” status can be approved. The “In-Progress” status means the employee has opened the timesheet but not submitted it for approval. The “Not Started” status means the employee has not opened their timesheet at all.

In Progress	ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information
	001117094	Sylvia YiYuan Battye S9857C - 00 PAY SEO Coordinator	15.25	.00		Leave Balances

Pay Event Transactions	
Action required by all approvers:	1
Time or Leave Transactions Approved or FYI:	0
Time or Leave Transactions Awaiting Approval or FYI:	0
Total:	1
Total Hours:	15.25
Total Units:	.00

- Once you’ve clicked on the employee’s name, the full timesheet will open. There is an “Approve” button located under the “Employee ID and Name” information. The “Change Record” button allows you to edit the hours if they are incorrect. The “Return

for Correction” button will send the timesheet back to the employee, however, this can only be done before the end date of the pay period. Employees are unable to edit their timesheet after 11:59 P.M. on the last day of the pay period. If the employee fails to resubmit before the deadline, the supervisor must notify Payroll so that the timesheet can be resubmitted to the approver. Once you have looked over the hours and made sure everything is correct, you can click on the “Approve” button.

**Employee Details**

Select Next or Previous to access another employee.

<b>Employee ID and Name:</b>	001117094 Sylvia YiYuan Battye	<b>Department and Description:</b>	8 7004 E-Financial Offices
<b>Title:</b>	S9857C-00 PAY SEO Coordinator	<b>Transaction Status:</b>	Pending

Approve
Return for Correction
Change Record
Delete
Add Comment

**Routing Queue | Account Distribution**

Time Sheet																		
Earnings	Shift	Special Rate	Total Hours	Total Units	Sun Jan 17, 2021	Mon Jan 18, 2021	Tue Jan 19, 2021	Wed Jan 20, 2021	Thu Jan 21, 2021	Fri Jan 22, 2021	Sat Jan 23, 2021	Sun Jan 24, 2021	Mon Jan 25, 2021	Tue Jan 26, 2021	Wed Jan 27, 2021	Thu Jan 28, 2021	Fri Jan 29, 2021	Sat Jan 30, 2021
Regular Hours (Student)	1		4.5			.5	.5		1.25				1	1.25				
<b>Total Hours:</b>			4.5			.5	.5		1.25				1	1.25				
<b>Total Units:</b>				0														

Routing Queue

<b>Name</b>	Sylvia YiYuan Battye Sylvia YiYuan Battye Dorothy C. Letourneau	<b>Action and Date</b>	Originated Jan 19, 2021 03:28 pm Submitted Jan 29, 2021 01:18 pm Pending
-------------	---	------------------------	--

Account Distribution Default Data										
Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Jan 17, 2021	100.00		0010	7004	8210	600				

6. Once you’ve clicked on the “Approve” button, your screen should look like what is shown below.

Time transaction successfully approved.

<b>Employee ID and Name:</b>	001117094 Sylvia YiYuan Battye	<b>Department and Description:</b>	8 7004 E-Financial Offices
<b>Title:</b>	S9857C-00 PAY SEO Coordinator	<b>Transaction Status:</b>	Pending

Previous Menu
Return Time

**Routing Queue | Account Distribution**

Time Sheet													
Earnings	Shift	Special Rate	Total Hours	Total Units	Sun Jan 17, 2021	Mon Jan 18, 2021	Tue Jan 19, 2021	Wed Jan 20, 2021	Thu Jan 21, 2021	Fri Jan 22, 2021	Sat Jan 23, 2021	Sun Jan 24, 2021	Mon Jan 25, 2021
Regular Hours (Student)	1		4.5			.5	.5		1.25				1
<b>Total Hours:</b>			4.5			.5	.5		1.25				1
<b>Total Units:</b>				0									

7. If you need to edit the time sheet after it has been approved, click on “Return time” button. This will bring you back to the employee’s full timesheet to make edits. Then, you must approve it again once the changes have been made.