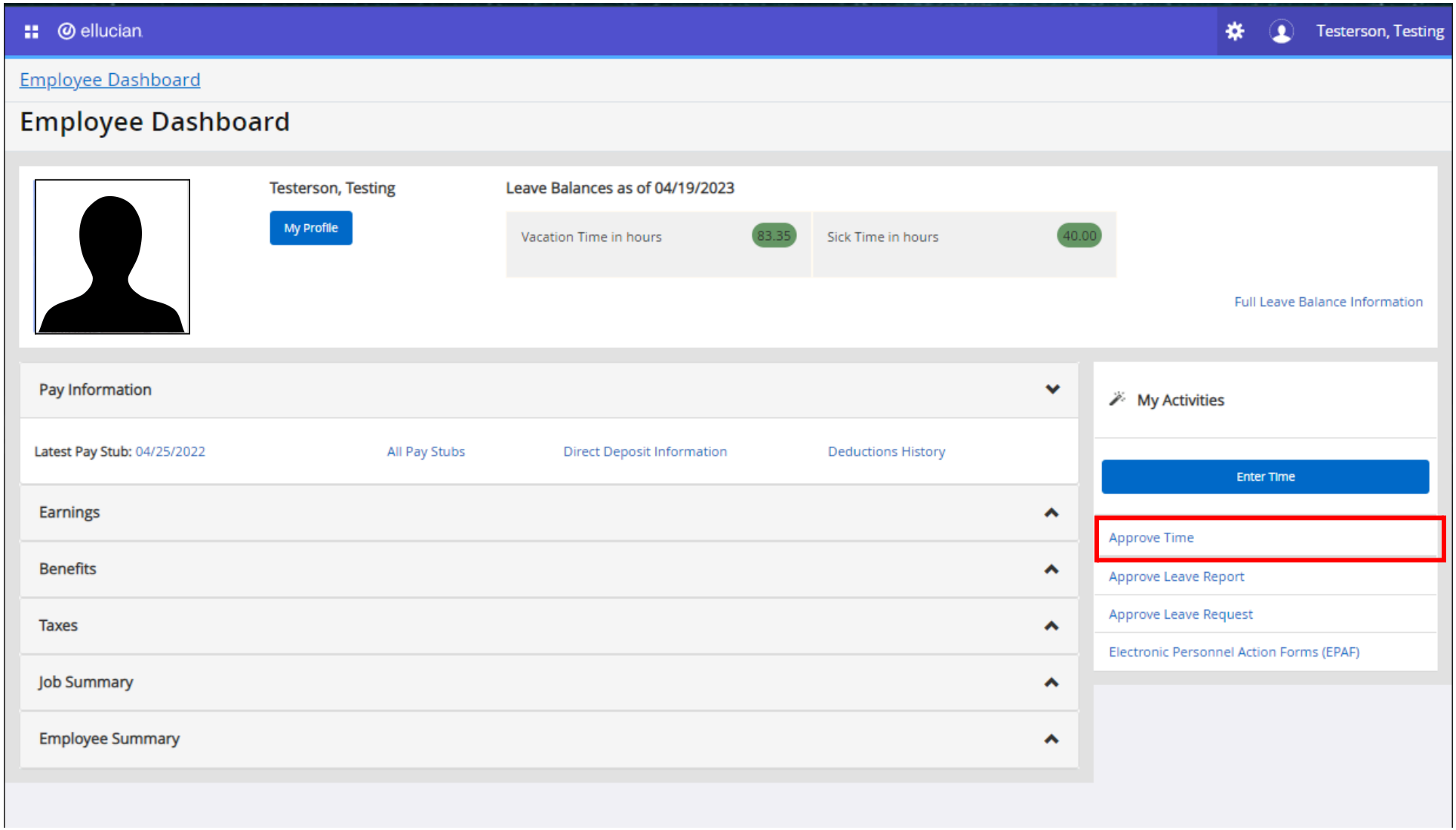
Approving Timesheets for Those You Supervise | Desktop

Log in to your Employee Self-Service Page by visiting the url below and entering your single-sign-on (SSO) credentials (username and password).

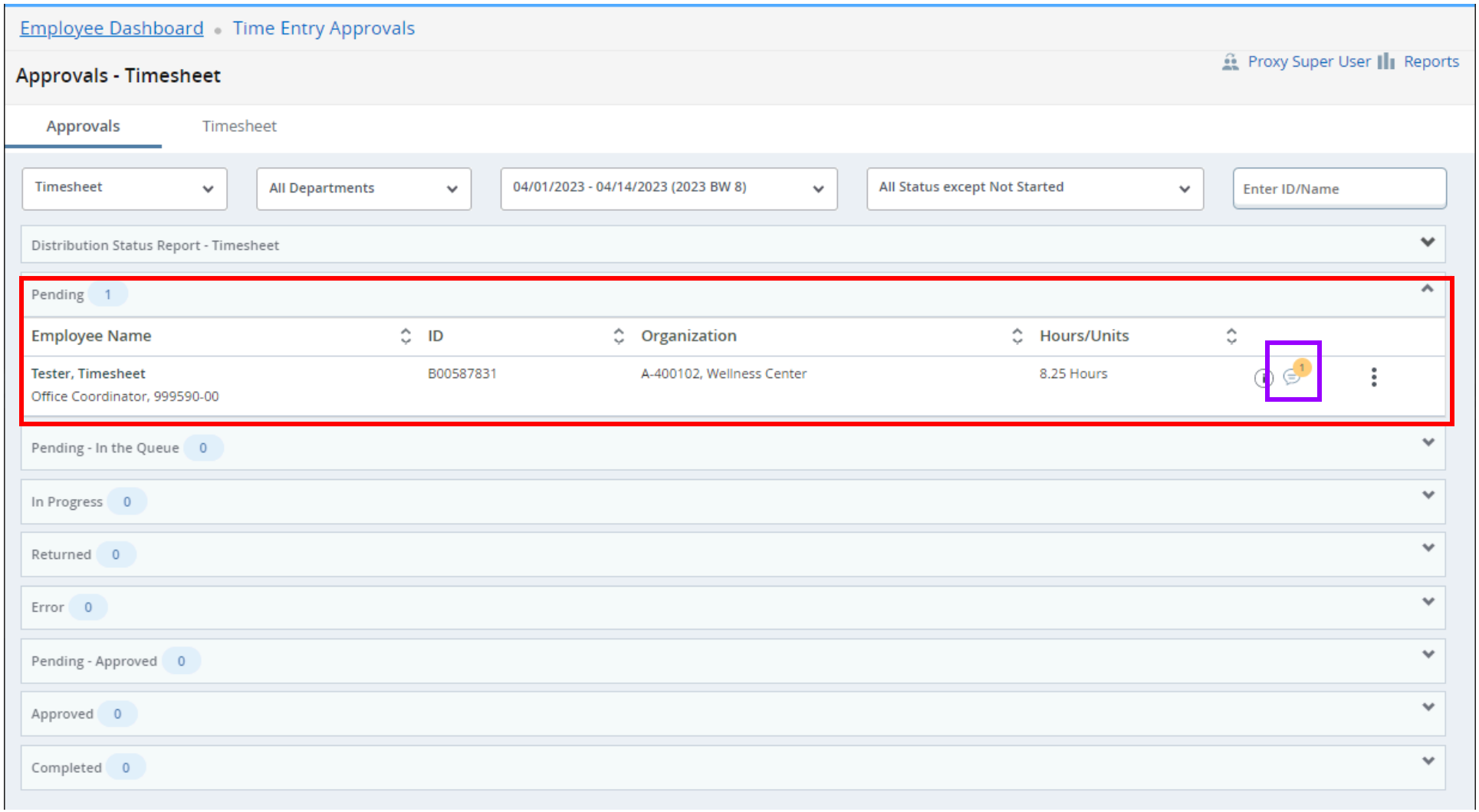
https://cis.sewanee.edu/EmployeeSelfService



You'll be presented with your employee dashboard by default, and you are encouraged to check things out and become more comfortable navigating all of the information available to you. Click the **"Approve Time"** link on the right-hand side of the screen.

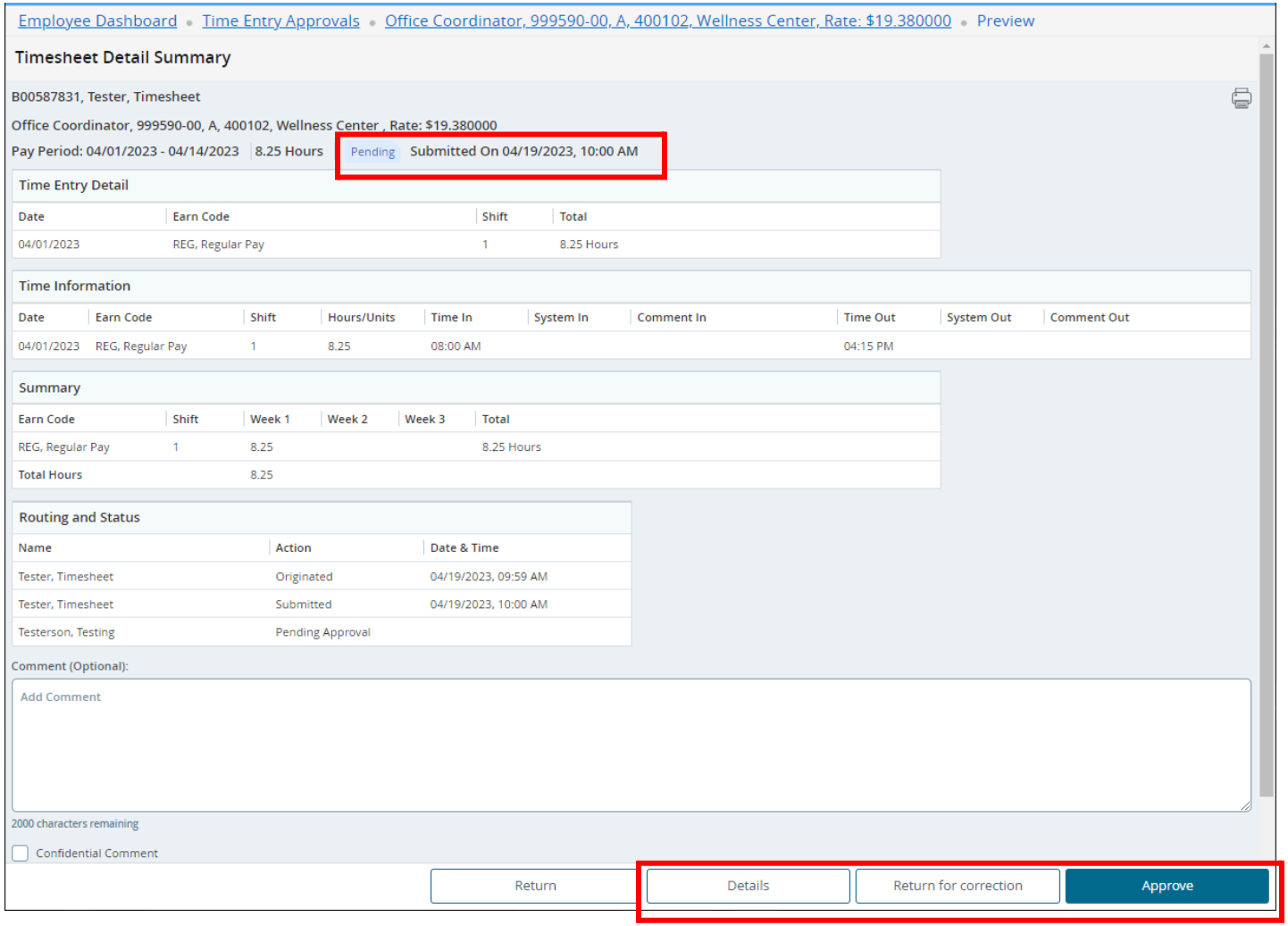


You'll be shown the timesheets that are available, and if you have multiple, you can filter using the options along the top of the screen. Timesheets in the *Pending* status are those that are ready for your review and potential approval. Click the timesheet you'd like to review. *Note: You may see a comment indicator (shown in the purple box below) for any timesheet showing comments made by the payroll system (e.g. if the employee recalled their pending timesheet for correction after submitting it for your approval) or made by the employee to explain potentially confusing entries.*

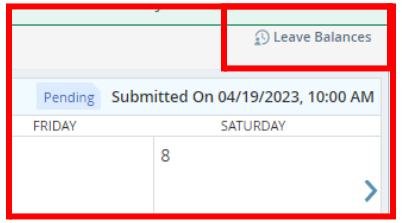


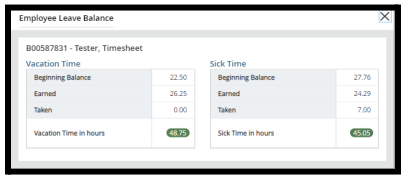
In the next screen, review the details of the employee's timesheet and either (a) click **"Approve"** if all appears to be in good order or (b) if corrections need to be made, add a comment with instructions or notes for the employee, and click **"Return for Correction"**.

Note: The employee will only have until the approval deadline to correct the timesheet and re-submit it for review. Practically, this means that you should not return for correction a timesheet after business hours on the last day of approval as the employee will not return to work prior to the deadline passing.

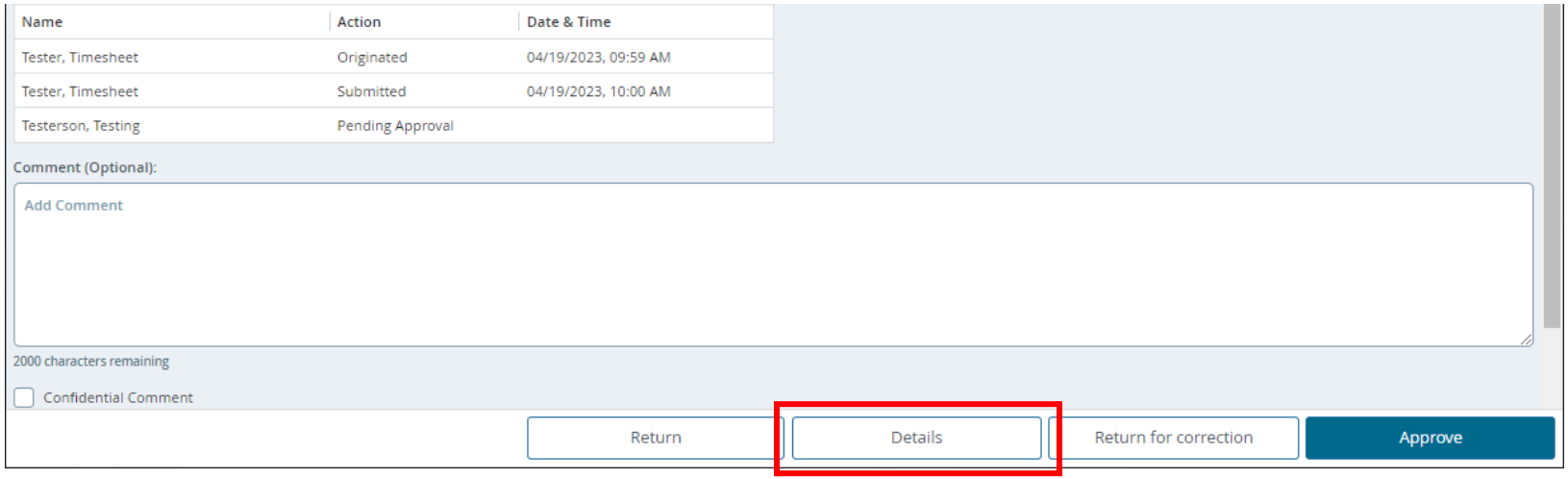


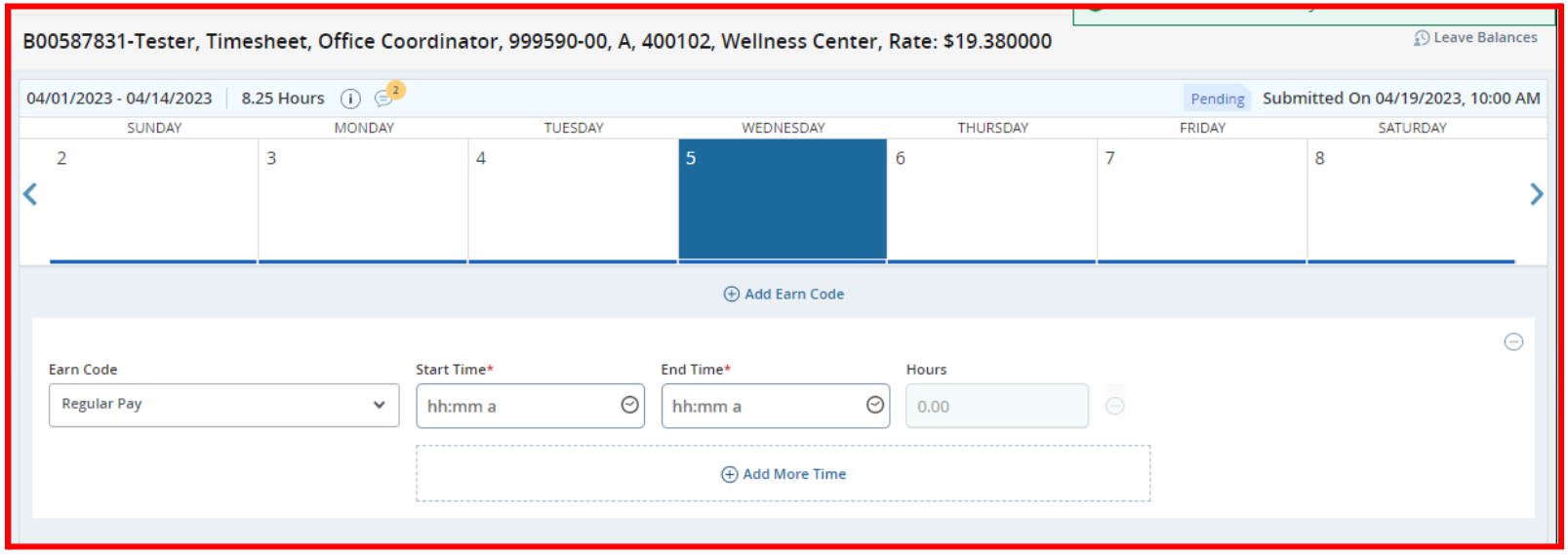
Helpful tip: If you need to quickly review the employee's available leave balances, click the **"Details"** button and the **"Leave Balances"** link will appear in the upper right corner of the screen.



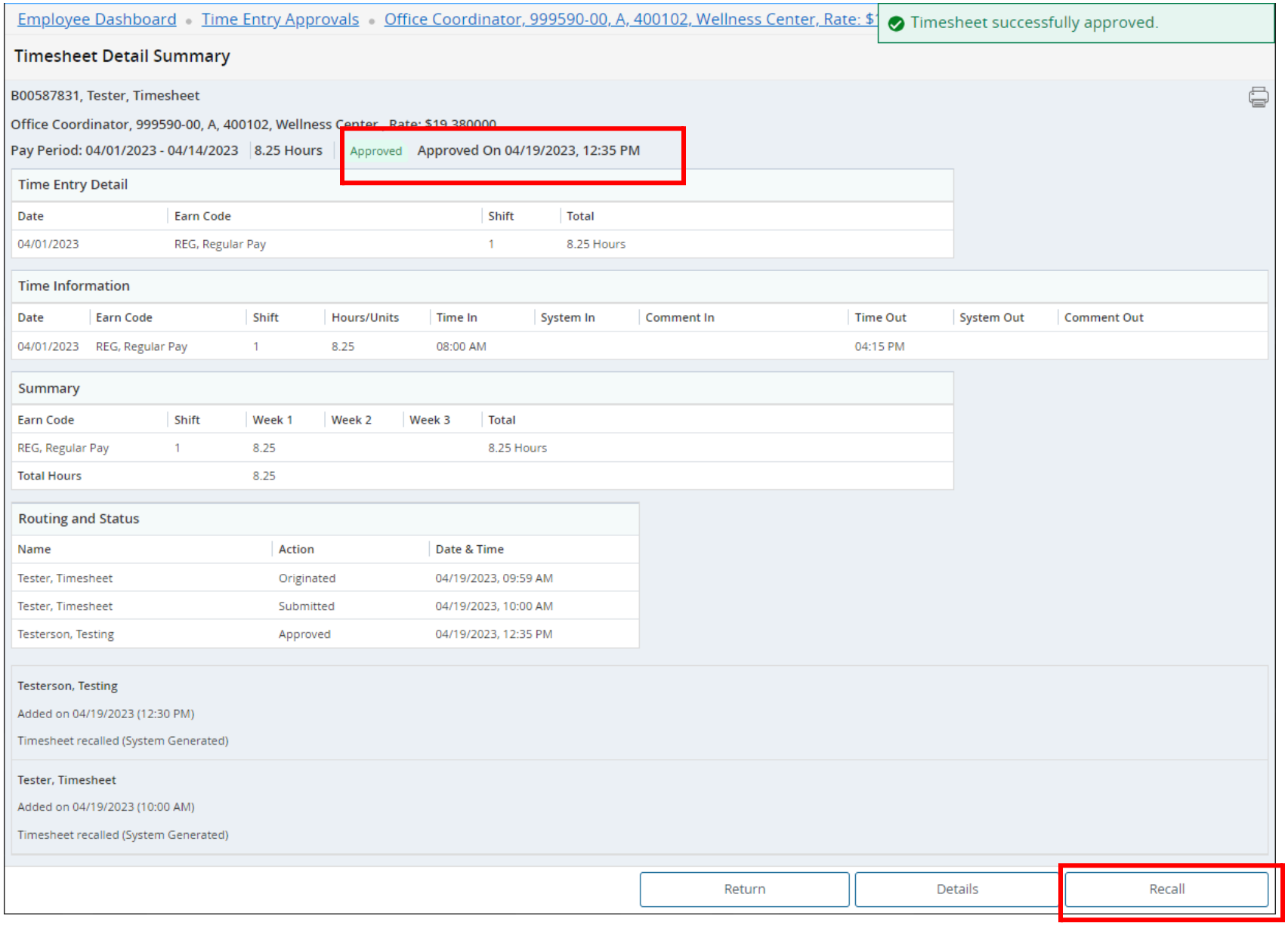


While not generally recommended, if you must edit or complete the employee's timesheet (e.g. they are unexpected leave and will not return prior to the deadline), you can click "Details", select the dates(s) that need to be edited or completed, and follow the applicable instructions within the ***Completing Your Timesheet*** guide (pages 4-9).





If you've approved an employee's timesheet accidentally or prematurely ***and*** the deadline for time approval has not passed, you can use the **"Recall"** button in the bottom right of the screen to "undo" this action.

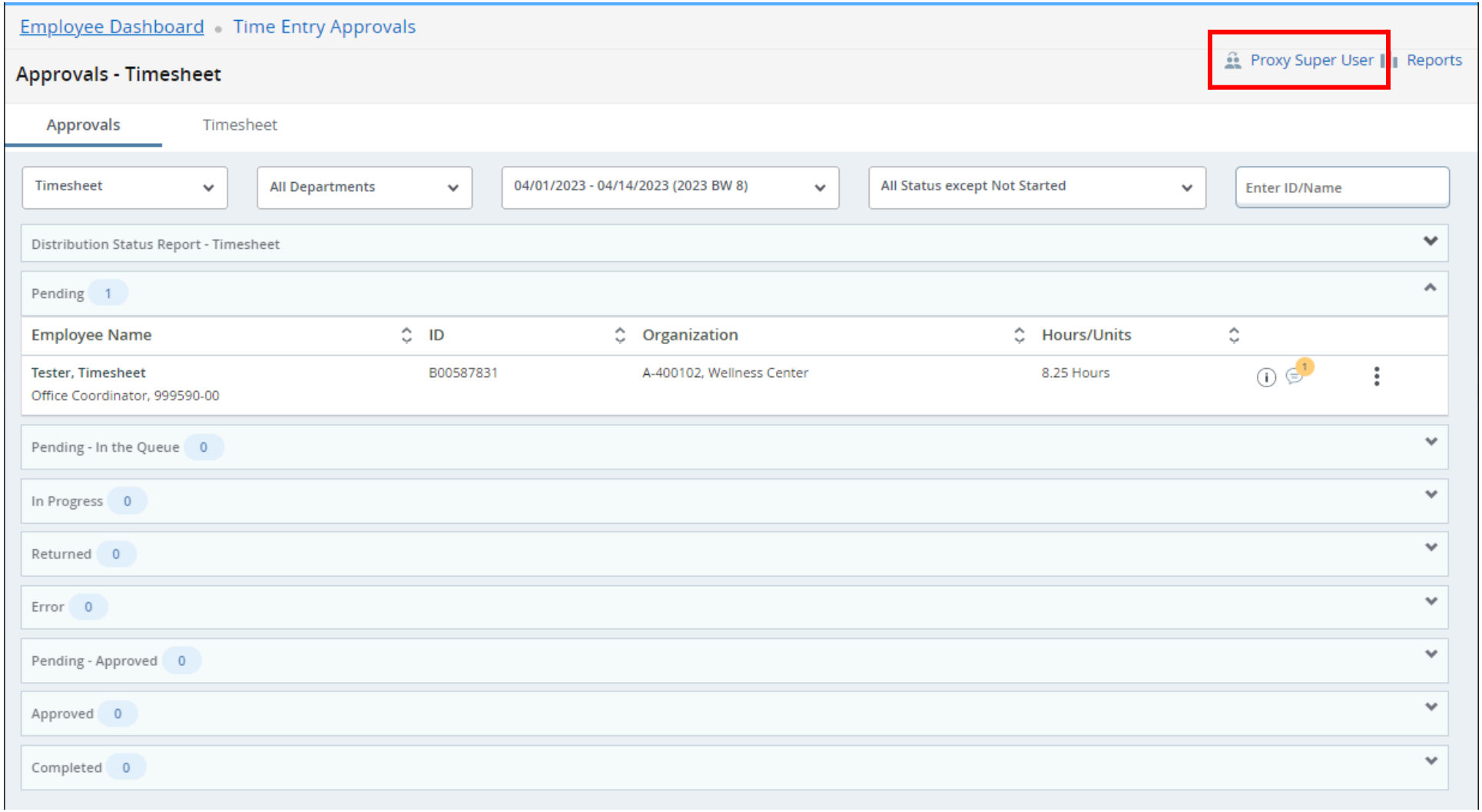


Helpful Practices for Frustration-Free Time Reporting & Approval

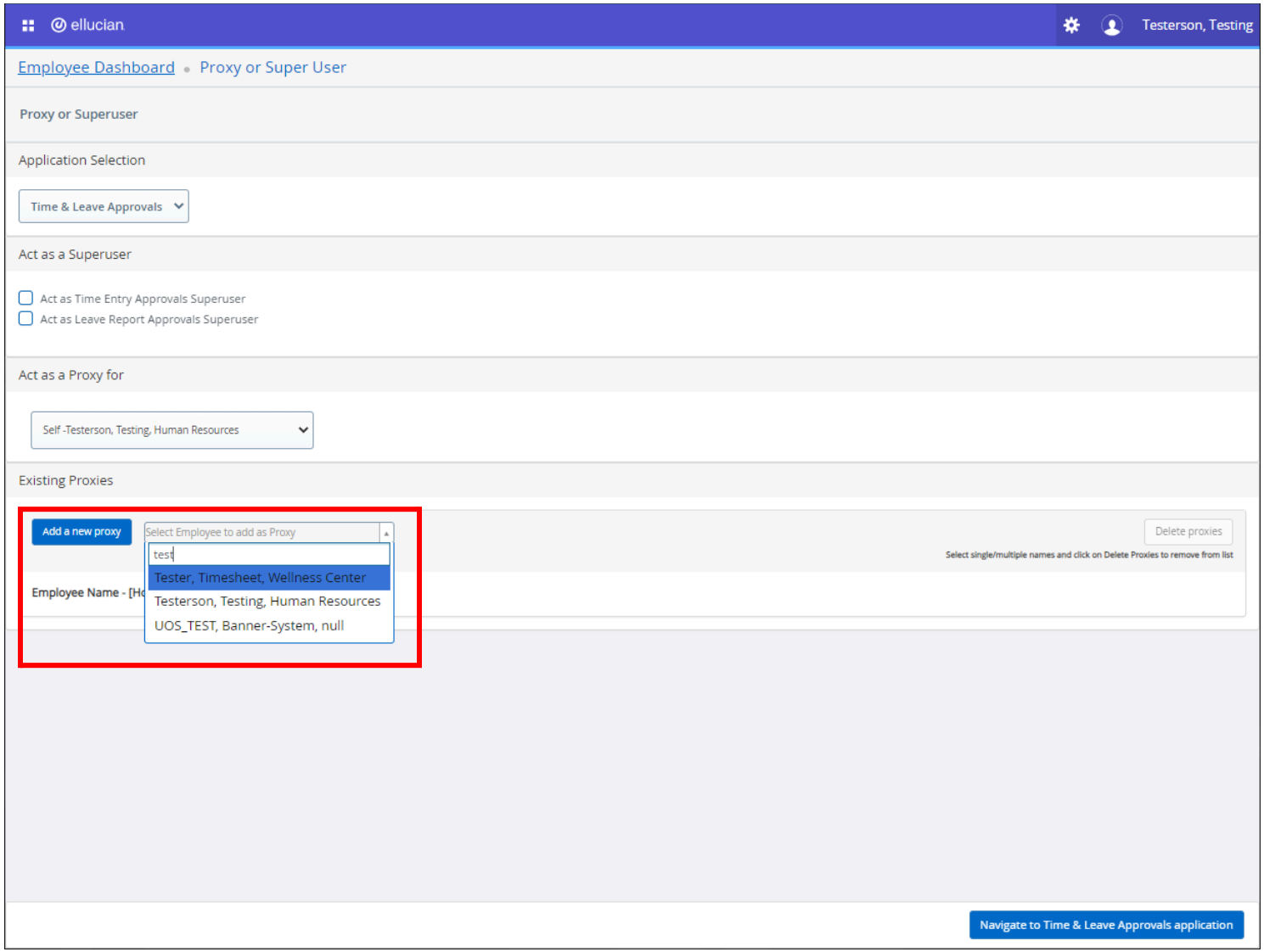
- Supervisors should log in to their self-service portal on the deadline day for employees to submit their hours worked to ensure that each of their employees has completed their timesheet and has submitted it for review.
- Employees should input their hours worked as a daily practice.
- If an employee has not opened their timesheet a supervisor cannot correct the timesheet as it doesn't exist in the payroll system. You will see employees who have not opened their timesheet in the "Not Started" category. If the deadline for time entry has not passed, contact the employees in the 'Not Started' and 'In Progress' categories and ask them to submit their time sheets.

Establishing a Proxy Approver | Desktop

Each supervisor that approves time should follow these instructions to establish and maintain at least one Proxy approver who might be able to approve timesheets in the supervisor's absence. From the employee dashboard, click **"Approve Time"** (page 2) and then click **"Proxy Super User"** in the upper right corner of the screen.



In the screen that appears, supervisors can search for employees to name as their proxy by clicking **“Add a new proxy”** under the **“Existing Proxies”** section. Once selected, the employee will be saved as your proxy and a notification stating “Saved Successfully” appears in the top right corner and the employee’s name appears in the **“Existing Proxies”** listing.

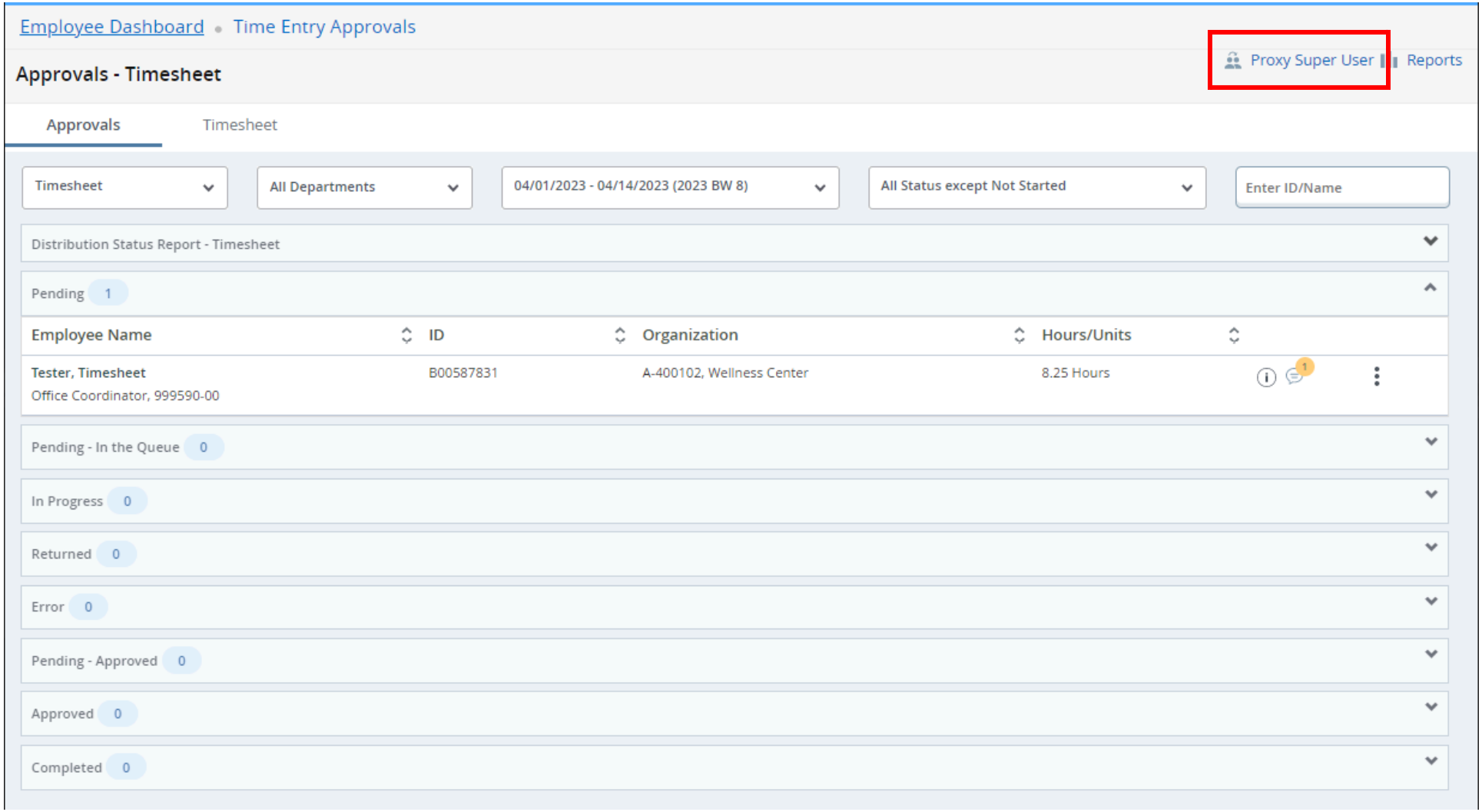


To remove a proxy or multiply proxies, check the box located next to the employee's name(s) and click the **"Delete proxies"** button. A dialog box appears in the top right corner asking **"Are you sure you want to remove the proxy"**. When ready, click **"Yes"** to confirm, and a confirmation message **"Removed Successfully"** appears.



Approving Timesheets as a Proxy Approver | Desktop

If you have been designated by someone as a Proxy approver, follow these instructions to approve timesheets on behalf of that user when required. From the employee dashboard, click **“Approve Time”** (page 2) and then click **“Proxy Super User”** in the upper right corner of the screen.



In the screen that appears, select the supervisor for which you need to act as a proxy approver and click the **“Navigate to Time & Leave Approvals application”** button. You will then be able to view that user’s timesheets as they would.

