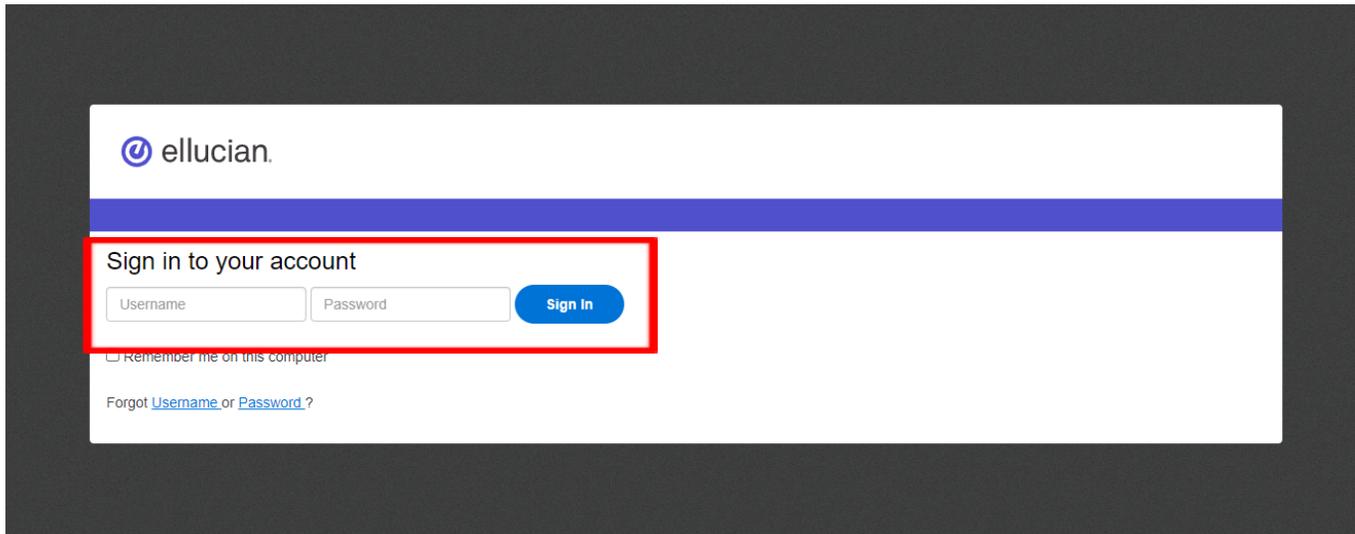


Approving Timesheets for Those You Supervise | Desktop

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>

A screenshot of the ellucian login page. The page features the ellucian logo at the top left. Below the logo is a blue horizontal bar. Underneath the bar, the text "Sign in to your account" is displayed. Below this text are two input fields: "Username" and "Password". To the right of the "Password" field is a blue "Sign In" button. A red rectangular box highlights the "Sign in to your account" text, the "Username" and "Password" input fields, and the "Sign In" button. Below the input fields, there is a checkbox labeled "Remember me on this computer". At the bottom left, there is a link that says "Forgot Username or Password?".

ellucian.

Sign in to your account

Username Password Sign In

Remember me on this computer

Forgot [Username](#) or [Password](#)?

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.

ellucian Testerson, Testing

[Employee Dashboard](#)

Employee Dashboard

Testerson, Testing [My Profile](#)

Leave Balances as of 04/19/2023

Vacation Time in hours	83.35	Sick Time in hours	40.00
------------------------	-------	--------------------	-------

[Full Leave Balance Information](#)

Pay Information

Latest Pay Stub: 04/25/2022 [All Pay Stubs](#) [Direct Deposit Information](#) [Deductions History](#)

Earnings

Benefits

Taxes

Job Summary

Employee Summary

My Activities

[Enter Time](#)

[Approve Time](#)

[Approve Leave Report](#)

[Approve Leave Request](#)

[Electronic Personnel Action Forms \(EPAF\)](#)

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.*

[Employee Dashboard](#) • [Time Entry Approvals](#)

Proxy Super User | Reports

Approvals - Timesheet

Approvals | Timesheet

Timesheet | All Departments | 04/01/2023 - 04/14/2023 (2023 BW 8) | All Status except Not Started | Enter ID/Name

Distribution Status Report - Timesheet

Pending 1

Employee Name	ID	Organization	Hours/Units	
Tester, Timesheet Office Coordinator, 999590-00	B00587831	A-400102, Wellness Center	8.25 Hours	 ⋮

Pending - In the Queue 0

In Progress 0

Returned 0

Error 0

Pending - Approved 0

Approved 0

Completed 0

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.

[Employee Dashboard](#) • [Time Entry Approvals](#) • [Office Coordinator, 999590-00, A, 400102, Wellness Center, Rate: \\$19.380000](#) • [Preview](#)

Timesheet Detail Summary

B00587831, Tester, Timesheet
Office Coordinator, 999590-00, A, 400102, Wellness Center, Rate: \$19.380000
Pay Period: 04/01/2023 - 04/14/2023 | 8.25 Hours | Pending Submitted On 04/19/2023, 10:00 AM

Time Entry Detail			
Date	Earn Code	Shift	Total
04/01/2023	REG, Regular Pay	1	8.25 Hours

Time Information									
Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
04/01/2023	REG, Regular Pay	1	8.25	08:00 AM			04:15 PM		

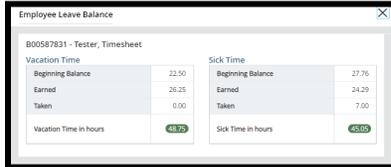
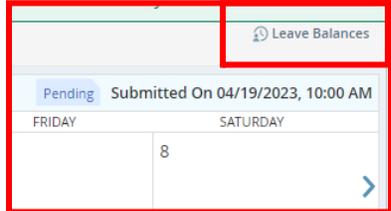
Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
REG, Regular Pay	1	8.25			8.25 Hours
Total Hours		8.25			

Routing and Status		
Name	Action	Date & Time
Tester, Timesheet	Originated	04/19/2023, 09:59 AM
Tester, Timesheet	Submitted	04/19/2023, 10:00 AM
Testerson, Testing	Pending Approval	

Comment (Optional):
Add Comment
2000 characters remaining
 Confidential Comment

Return Details Return for correction Approve

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 date(s) that need to be edited or completed, and follow the applicable instructions within the **Completing Your Timesheet** guide (pages 4-9).

Name	Action	Date & Time
Tester, Timesheet	Originated	04/19/2023, 09:59 AM
Tester, Timesheet	Submitted	04/19/2023, 10:00 AM
Testerson, Testing	Pending Approval	

Comment (Optional):

Add Comment

2000 characters remaining

Confidential Comment

Return Details Return for correction Approve

B00587831-Tester, Timesheet, Office Coordinator, 999590-00, A, 400102, Wellness Center, Rate: \$19.380000 Leave Balances

04/01/2023 - 04/14/2023 | 8.25 Hours i 2 Pending Submitted On 04/19/2023, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4	5	6	7	8

+ Add Earn Code

Earn Code: Regular Pay v

Start Time*: hh:mm a ⌚

End Time*: hh:mm a ⌚

Hours: 0.00 ⬇

+ Add More Time

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.

[Employee Dashboard](#) • [Time Entry Approvals](#) • [Office Coordinator, 999590-00, A, 400102, Wellness Center, Rate: \\$](#) ✔ Timesheet successfully approved.

Timesheet Detail Summary

B00587831, Tester, Timesheet 🖨️
Office Coordinator, 999590-00, A, 400102, Wellness Center, Rate: \$19.380000
Pay Period: 04/01/2023 - 04/14/2023 | 8.25 Hours | Approved Approved On 04/19/2023, 12:35 PM

Time Entry Detail

Date	Earn Code	Shift	Total
04/01/2023	REG, Regular Pay	1	8.25 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
04/01/2023	REG, Regular Pay	1	8.25	08:00 AM			04:15 PM		

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
REG, Regular Pay	1	8.25			8.25 Hours
Total Hours		8.25			

Routing and Status

Name	Action	Date & Time
Tester, Timesheet	Originated	04/19/2023, 09:59 AM
Tester, Timesheet	Submitted	04/19/2023, 10:00 AM
Testerson, Testing	Approved	04/19/2023, 12:35 PM

Testerson, Testing
Added on 04/19/2023 (12:30 PM)
Timesheet recalled (System Generated)

Tester, Timesheet
Added on 04/19/2023 (10:00 AM)
Timesheet recalled (System Generated)

Return Details Recall

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.

[Employee Dashboard](#) • [Time Entry Approvals](#)

Approvals - Timesheet Proxy Super User Reports

Approvals Timesheet

Timesheet ▼ All Departments ▼ 04/01/2023 - 04/14/2023 (2023 BW 8) ▼ All Status except Not Started ▼ Enter ID/Name

Distribution Status Report - Timesheet ▼

Pending 1 ▲

Employee Name	ID	Organization	Hours/Units	
Tester, Timesheet Office Coordinator, 999590-00	B00587831	A-400102, Wellness Center	8.25 Hours	i 1 ⋮

Pending - In the Queue 0 ▼

In Progress 0 ▼

Returned 0 ▼

Error 0 ▼

Pending - Approved 0 ▼

Approved 0 ▼

Completed 0 ▼

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.

The screenshot displays the 'Employee Dashboard' for 'Proxy or Super User'. The page includes a navigation bar with the 'ellucian' logo and a user profile for 'Testerson, Testing'. The main content area is divided into several sections: 'Proxy or Superuser', 'Application Selection' (with a dropdown for 'Time & Leave Approvals'), 'Act as a Superuser' (with checkboxes for 'Act as Time Entry Approvals Superuser' and 'Act as Leave Report Approvals Superuser'), and 'Act as a Proxy for' (with a dropdown for 'Self -Testerson, Testing, Human Resources'). The 'Existing Proxies' section at the bottom features a table with a red-bordered 'Add a new proxy' button. A search dropdown is open, showing a list of employees: 'Tester, Timesheet, Wellness Center' (highlighted), 'Testerson, Testing, Human Resources', and 'UOS_TEST, Banner-System, null'. A 'Delete proxies' button is located to the right of the search dropdown. A footer button at the bottom right reads 'Navigate to Time & Leave Approvals application'.

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.

Existing Proxies

[Add a new proxy](#) [Delete proxies](#)

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]
<input checked="" type="checkbox"/> [Name], Timesheet, Wellness Center

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.

Employee Dashboard • Time Entry Approvals

Approvals - Timesheet

Proxy Super User | Reports

Approvals Timesheet

Timesheet All Departments 04/01/2023 - 04/14/2023 (2023 BW 8) All Status except Not Started Enter ID/Name

Distribution Status Report - Timesheet

Pending 1

Employee Name	ID	Organization	Hours/Units	
Tester, Timesheet Office Coordinator, 999590-00	B00587831	A-400102, Wellness Center	8.25 Hours	

Pending - In the Queue 0

In Progress 0

Returned 0

Error 0

Pending - Approved 0

Approved 0

Completed 0

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.

The screenshot shows the 'ellucian' Employee Dashboard for a 'Proxy or Super User'. The interface includes a top navigation bar with the ellucian logo and a user profile for 'Testerson, Testing'. The main content area is divided into several sections: 'Proxy or Superuser', 'Application Selection' (with a dropdown menu set to 'Time & Leave Approvals'), 'Act as a Superuser' (with two unchecked checkboxes for 'Act as Time Entry Approvals Superuser' and 'Act as Leave Report Approvals Superuser'), and 'Act as a Proxy for' (with a dropdown menu showing 'Self - Testerson, Testing, Human Resources'). Below these sections is an 'Existing Proxies' table with an 'Add a new proxy' button and a 'Delete proxies' button. The table header is 'Employee Name - [Home Organization]' and it currently shows 'No records found'. At the bottom right of the page, there is a blue button labeled 'Navigate to Time & Leave Approvals application'.