



# Approving Timesheets & Requests (Supervisor)

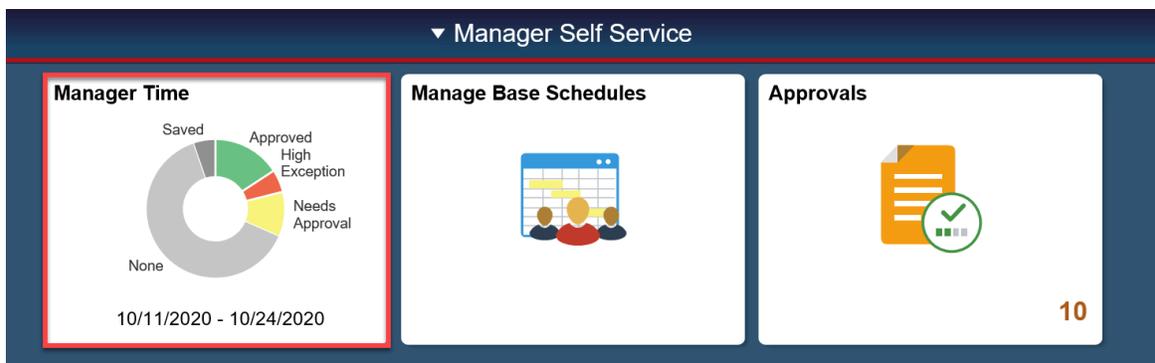
Follow this job aid to learn how to approve employee timesheets and requests in HR Links. The following topics are covered.

- Approve Employee Timesheets (submitted by the employee)
- Approve Absence and Additional Time Requests (submitted by the employee)
- Approving Timesheets and Requests (created by the supervisor on behalf of the employee)

## Approve Employee Timesheets

(Submitted by the Employee)

1. Timesheet approval status is indicated on the **Manager Time** tile's pie chart. Select the **Manager time** tile on the Manager Self Service homepage to view the list of employees.



2. To view only the employees who have timesheets that require approval, choose the Requires Approval checkbox. Employees who have hours to be approved will be displayed.

Select the employee's timesheet you want to approve.



FILTER BY:

FIRST NAME	LAST NAME	EMPLOYEE ID	<input checked="" type="checkbox"/> Requires Approval	SEARCH
			<input type="checkbox"/> Current Pay Period	

**Dean Brennan** Director, Service Delivery Div ID: 00000025 ABSENCE REQUESTS ADDITIONAL TIME REQUESTS

Oct 11 - Oct 24, 2020	<b>80.0</b> Hours Reported	<b>80.0</b> Hours To Be Approved	>
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**Keely Moore** Deputy Director of Operations ID: 00000737 ABSENCE REQUESTS ADDITIONAL TIME REQUESTS

Oct 11 - Oct 24, 2020 🕒	<b>80.0</b> Hours Reported	<b>80.0</b> Hours To Be Approved	>
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3. The timesheet status is Needs Approval. Click the **Approve** button.

**Dean Brennan** ID: 00000025 View Details > **PAY PERIOD** 10/11/2020 ← PREV NEXT →

Time Reporting Code Total Hours	Edit	Labor Code Total Hours	Edit	Total/Scheduled: 80.0/80.0
72.0 Regular		A 76.0 01020803		<b>Timesheet Status: Needs Approval</b> Payroll status: <b>Not Sent</b> <a>SUBMIT</a> <a>APPROVE</a> <a>DENY</a>
8.0 Holiday		B 4.0 03020803		

View Chart View Chart

The **Timesheet Status** will change to **Approved**.

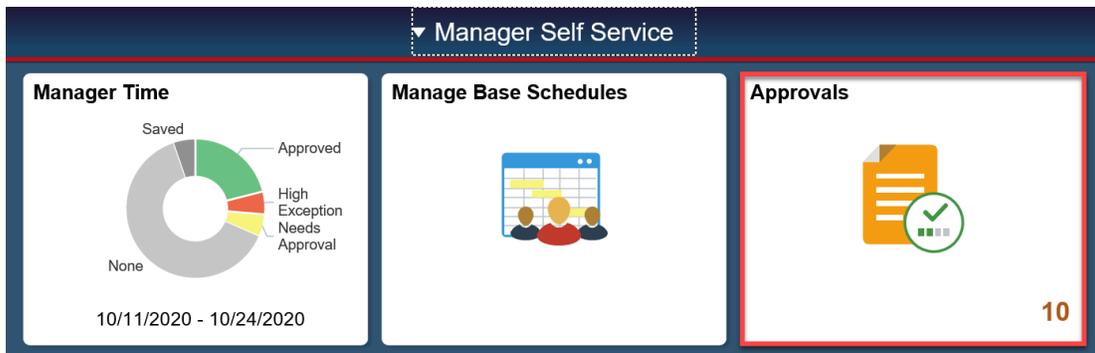
Timesheet Status: **Approved**



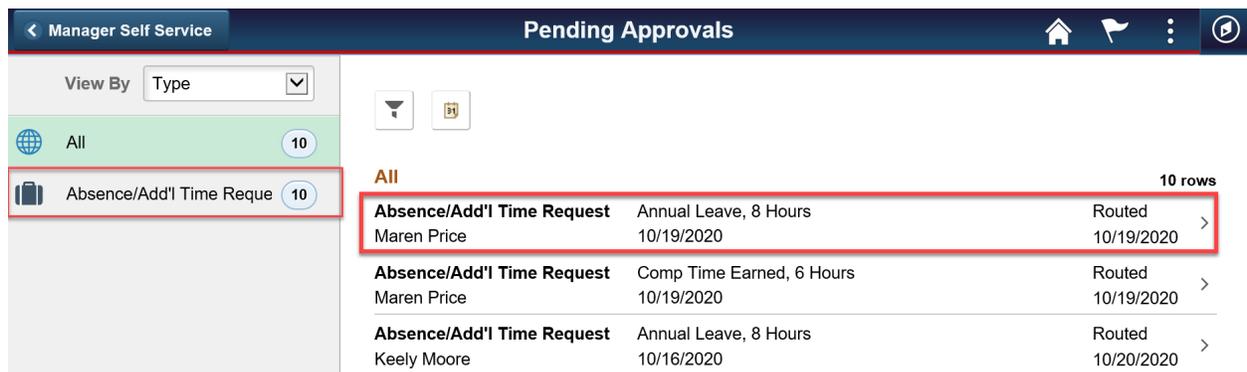
## Approve Employee Requests

(submitted by the employee)

1. The **Approvals** tile on the **Manager Self Service** homepage displays the number of approvals needed. Select the **Approvals** tile to display the items needing approval.



2. The **Pending Approvals** list is displayed. On the left side of the list, the types of documents needing approval is shown. Select a **Request** that you want to approve.



- a. To approve the request, select the **Approve** button.



The **Approve** dialog is displayed. Enter optional **Approver Comments**. Select the **Submit** button.



**Cancel** **Approve** **Submit**

You are about to approve this request.

**Approver Comments**

b. To deny the request, select the **Deny** button.

< Pending Approvals **Absence/Add'l Time Request** Home Flag More Share

 **Maren Price**  
Lead Budget Analyst **Approve** **Deny** **Pushback**

The **Deny** dialog is displayed. Enter optional **Approver Comments**. Select the **Submit** button.

**Cancel** **Deny** **Submit**

You are about to deny this request.

**Approver Comments**

c. To pushback the request, select the **Pushback** button.

< Pending Approvals **Absence/Add'l Time Request** Home Flag More Share

 **Maren Price**  
Lead Budget Analyst **Approve** **Deny** **Pushback**

The **Pushback** dialog is displayed. Enter optional **Approver Comments**. Select the **Submit** button.



**Pushback**

You are about to pushback this request.

Approver Comments

## Approving Timesheets and Requests

(created by the supervisor on behalf of the employee)

**Timesheets** created by the supervisor can be approved as the last step of creating them. See the Timesheets and Requests (supervisors) job aid for complete instructions. To approve the Timesheet, select the **Approve** button.

**Keely Moore** ID: 00000737 PAY PERIOD: 10/11/2020

[View Details >](#) ← PREV NEXT →

Time Reporting Code	Total Hours	Edit	Labor Code	Total Hours	Edit	Total/Scheduled:
64.0 Regular : 032-Fed Disaster Relief-F...			A 72.0 01020803			80.0/80.0
8.0 Annual Leave						
8.0 Holiday						

Timesheet Status: **Needs Approval**  
Payroll status: **Not Sent**

**Requests** are automatically approved when the supervisor submits them.