

# Create & Approve Timesheets (Time Administrators)

## Content

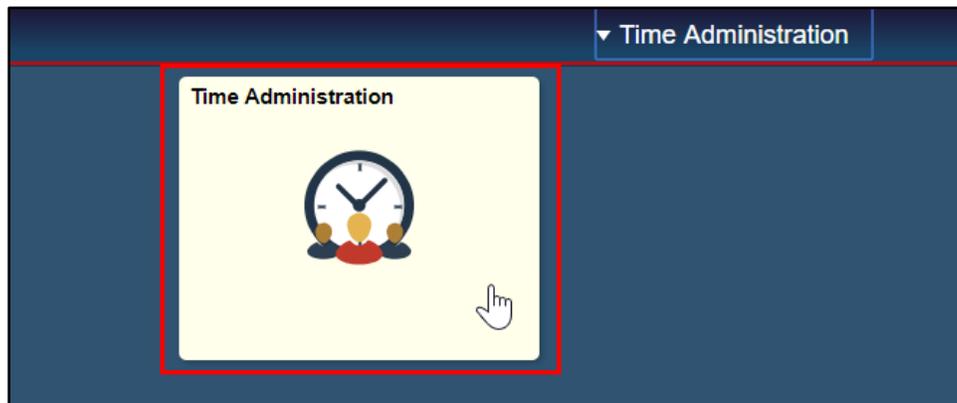
- [Create a Timesheet for an Employee \(as Time Administrator\)](#)
- [Approve a Timesheet \(as Time Administrator\)](#)

## Create a Timesheet for an Employee (as Time Administrator)

1. From the Employee Self Service home page, select the drop-down at the top of the screen, and choose **Time Administration**.
  - a. [Follow these instructions](#) to add the Time Administration page/tile to your homepage.



2. Select the **Time Administration** tile.



- a. It might take a moment for the Time Administration page to load.



- HR Links will default to the **Report Employee Time** tab. From there, choose the employee whose timesheet you want to create.

The screenshot shows the 'Time Administration' interface with the 'Report Employee Time' tab selected. The 'Timesheet Summary' section displays 'Employees For Turner Craig, Time Needing Approval From 09/30/2018 - 10/13/2018'. A table lists employees with columns for Last Name, First Name, Employee ID, Job Title, Hours to be Approved, Reported Hours, Scheduled Hours, Exception, Absence to be Approved, Hours Approved or Submitted, and Denied Hours. The row for 'Dominguez, Kylie' is highlighted in yellow, and her name is also highlighted in the left sidebar. A tooltip for 'Last Name' is visible over the 'Dominguez' cell.

Last Name	First Name	Employee ID	Job Title	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Absence to be Approved	Hours Approved or Submitted	Denied Hours
Davenport	Isiah	00000764	Supervisory Realty Specialist	0.0	0.0	80.0			0.0	0.0
Dickson	Christine	00000802	Supervisory Financial Manageme	0.0	0.0	80.0			0.0	0.0
Dominguez	Kylie	00000031	Building Manager	0.0	0.0	80.0			0.0	0.0
Domenico	Kiara	00000761	Transportation Operations Spec	0.0	0.0	80.0			0.0	0.0
Downs	Crystal	00000808	Program Manager	0.0	0.0	80.0			0.0	0.0
Doyle	Karla	00000117	Program and Procurement Suppor	0.0	0.0	80.0			0.0	0.0
Durham	Shamar	00000746	Assisted Acquisition Project M	0.0	0.0	80.0			0.0	0.0
Ellis	Toby	00000835	Operations Manager	0.0	0.0	80.0			0.0	0.0
Espinoza	Miriam	00000800	Asset Manager	0.0	0.0	80.0			0.0	0.0
Finley	Ernesto	00000106	General Engineer	0.0	0.0	80.0			0.0	0.0

- The current pay period will appear. Select the **Apply Schedule** button to populate the timesheet with the employee's base schedule.

The screenshot shows the 'Timesheet' view for 'Kylie Dominguez' (Employee ID 00000031). The 'Apply Schedule' button is highlighted with a red box. Below the button is a table for the period 'From Sunday 09/30/2018 to Saturday 10/13/2018'. The table has columns for days of the week, Total, Time Reporting Code, and Type. Below the table are buttons for 'Save for Later', 'Submit', and 'Apply Schedule'. There is also a 'Reported Time Status' section with a table showing 'Date', 'Total', 'TRC', 'Description', 'Sched Hrs', and 'Comments'. The 'Approval' section includes 'Select All', 'Deselect All', 'Approve', and 'Deny' buttons. At the bottom, there is a 'Manager/Approver Comments' field and 'Date Time Created' and 'User ID' fields.

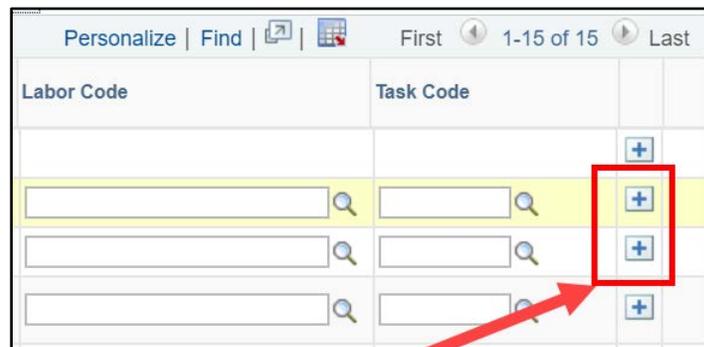
Sun 9/30	Mon 10/1	Tue 10/2	Wed 10/3	Thu 10/4	Fri 10/5	Sat 10/6	Sun 10/7	Mon 10/8	Tue 10/9	Wed 10/10	Thu 10/11	Fri 10/12	Sat 10/13	Total	Time Reporting Code	Type	Ac



5. If absences or overtime from the Absence/OT tab have been added, make the necessary changes to the timesheet to ensure there are no exceptions.
  - a. *In the image below, the base schedule has been applied to the pay period. However, you need to account for two days (7/23 and 7/24) of annual leave. The highlighted work hours must be deleted.*

From Sunday 07/22/2018 to Saturday 08/04/2018														Total	Time Reporting Code
Sun 7/22	Mon 7/23	Tue 7/24	Wed 7/25	Thu 7/26	Fri 7/27	Sat 7/28	Sun 7/29	Mon 7/30	Tue 7/31	Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4		
	8.0	8.0	8.0							8.0				16.0	001-Regular Time
				8.0	8.0			8.0	8.0		8.0	8.0		48.0	001-Regular Time
	8.0	8.0												16.0	Annual Leave

- b. *Additional rows can be added for labor or task codes by clicking the **plus sign (+)** on the right side of the timesheet. (Alternatively, click the **minus sign (-)** to delete a row.)*



6. Once completed, select **Submit** to process the timesheet.

Time Administration
Time Administration

- Report Employee Time
- Assign Employee Schedule
- Time Administration Analytics
- Time Administration Queries

### Timesheet

**Kylie Dominguez** Employee ID 00000031  
Building Manager Empl Record 0

Time Source Schedule Earliest Change Date 07/23/2018

Select Another Timesheet

\*View By Calendar Period Previous Period Next Period

\*Date 07/22/2018

Scheduled Hours 80.0 Reported Hours 96.0 Print Timesheet

From Sunday 07/22/2018 to Saturday 08/04/2018														Total	Time Reporting Code	Type
Sun 7/22	Mon 7/23	Tue 7/24	Wed 7/25	Thu 7/26	Fri 7/27	Sat 7/28	Sun 7/29	Mon 7/30	Tue 7/31	Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4			
	0.0	0.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		80.0	001 - 001-Regular Time	Hours
		8.0	8.0											16.0	040 - Annual Leave	Hours

Save for Later **Submit**

Reported Time Status Summary Absence Events Exceptions

Absence Events

Absence Take	Select	Edit	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
	<input type="checkbox"/>	Edit	07/23/2018	07/24/2018	Annual Leave	16.00 Hours	Hours	Details	Needs Approval	Approval Monitor	Manager Timesheet	<input type="checkbox"/>

Add Absence Event

Approval

Select All Deselect All Approve Deny



- Review the attestation message, and choose the **Yes** button.

Once Approved the status cannot be reverted back. (20020,20)

By clicking Yes, you are certifying that all reported time was worked and approved according to law and regulation.

Select Yes to confirm and complete the status change. No to return to the page without updating the status.

**Yes** **No**

- You will return to the timesheet and see that the Reported Time Status section shows **Needs Approval** as the reported status.
- You have successfully created the timesheet. You (as the time administrator) can now approve it.** Read the following section to learn how to approve the timesheet.

**Time Administration**

**Report Employee Time**

**Timesheet**

**Kylie Dominguez** Employee ID 00000031  
Building Manager Empl Record 0  
Earliest Change Date 08/05/2018

Actions Time Source Schedule

Select Another Timesheet

\*View By Calendar Period Previous Period Next Period

\*Date 07/22/2018

Scheduled Hours 80.0 Reported Hours 80.0 Print Timesheet

From Sunday 07/22/2018 to Saturday 08/04/2018

Sun 7/22	Mon 7/23	Tue 7/24	Wed 7/25	Thu 7/26	Fri 7/27	Sat 7/28	Sun 7/29	Mon 7/30	Tue 7/31	Wed 8/1	Thu 8/2	Fri 8/3	Sat 8/4	Total	Time Reporting Code
	0.0	0.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		64.0	001 - 001-Regular Time
		8.0	8.0											16.0	040 - Annual Leave

Save for Later Submit

Reported Time Status Summary Absence/OT Exceptions

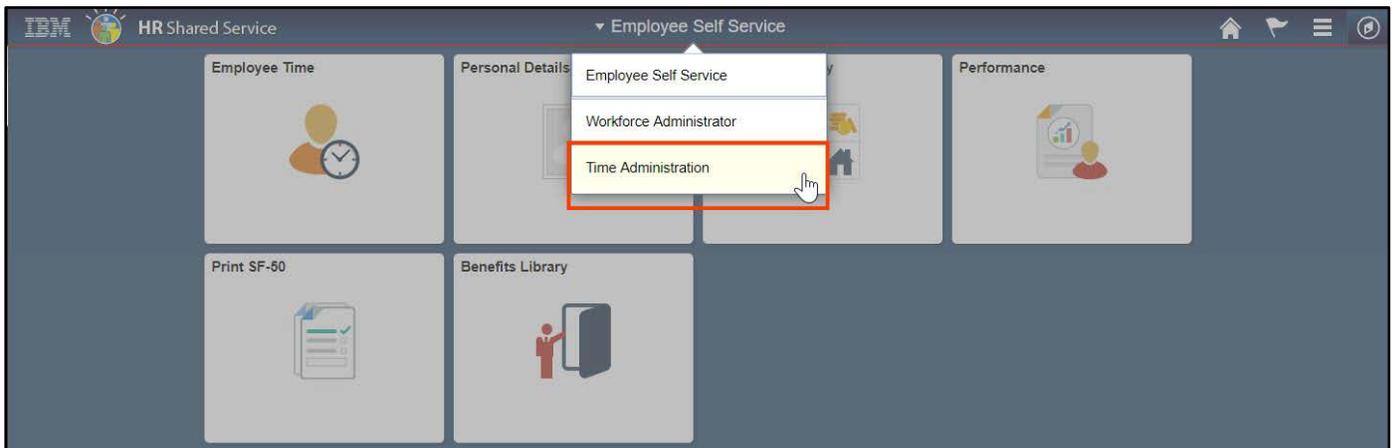
Reported Time Status

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
<input type="checkbox"/>	07/23/2018	Needs Approval	0.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	07/23/2018	Needs Approval	8.0	040	Annual Leave	8.00	
<input type="checkbox"/>	07/24/2018	Needs Approval	0.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	07/24/2018	Needs Approval	8.0	040	Annual Leave	8.00	
<input type="checkbox"/>	07/25/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	07/26/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	07/27/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	07/30/2018	Needs Approval	8.0	001	001-Regular Time	8.00	

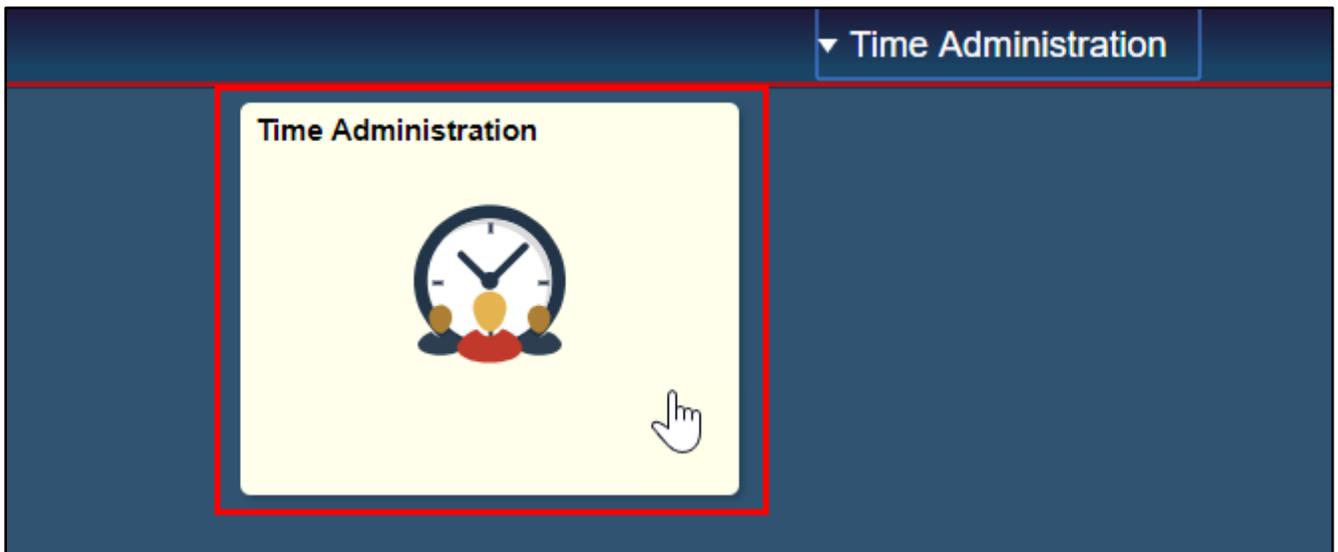
## Approve a Timesheet (as Time Administrator)

Learn how to run a report to see which timesheets have not been sent and need to be approved by reviewing the **How to Run Reports (Time Administrators) job aid**.

1. From the Employee Self Service home page, select the drop-down at the top of the screen, and choose **Time Administration**.
  - a. [Follow these instructions](#) to add the Time Administration page/tile to your homepage.



2. Select the **Time Administration** tile.



- a. It might take a moment for the Time Administration page to load.



- HR Links will default to the **Report Employee Time** tab. From there, choose the employee whose timesheet you want to approve.

Last Name	First Name	Employee ID	Job Title	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Absence to be Approved	Hours Approved or Submitted	Denied Hours
Davenport	Isiah	00000764	Supervisory Realty Specialist	0.0	0.0	80.0			0.0	0.0
Dickson	Christine	00000802	Supervisory Financial Manageme	0.0	0.0	80.0			0.0	0.0
Dominguez	Kyle	00000031	Building Manager	0.0	0.0	80.0			0.0	0.0
Donaldson	Kiara	00000761	Transportation Operations Spec	0.0	0.0	80.0			0.0	0.0
Downs	Clayton	00000808	Program Manager	0.0	0.0	80.0			0.0	0.0
Doyle	Karla	00000117	Program and Procurement Suppor	0.0	0.0	80.0			0.0	0.0
Durham	Shamar	00000746	Assisted Acquisition Project M	0.0	0.0	80.0			0.0	0.0
Ellis	Toby	00000835	Operations Manager	0.0	0.0	80.0			0.0	0.0
Espinoza	Miniam	00000800	Asset Manager	0.0	0.0	80.0			0.0	0.0
Finley	Ernesto	00000106	General Engineer	0.0	0.0	80.0			0.0	0.0

- Review the timesheet to ensure that regular hours are removed from the days where an absence is requested.

- Click the **Submit** button to ensure there are no exceptions that need to be addressed.

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
<input type="checkbox"/>	09/03/2018	Needs Approval	0.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	09/03/2018	Needs Approval	8.0	040	Annual Leave	8.00	
<input type="checkbox"/>	09/04/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	09/05/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	09/06/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	09/07/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	09/10/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	09/11/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	09/12/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	09/13/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	09/14/2018	Needs Approval	8.0	001	001-Regular Time	8.00	



5. Go to the **Absence/OT** tab.

The screenshot shows the 'Time Administration' interface for 'Kylie Dominguez'. The 'Absence/OT' tab is selected and highlighted with a red box. Below the tab, there is a table of reported time status entries. The 'Select' column contains checkboxes for each row. At the bottom of the table, there are buttons for 'Select All', 'Deselect All', 'Approve', and 'Deny'. The 'Select All' button is highlighted with a red box.

Select	Date	Reported Status	TRC	Description	Sched Hrs	Comments
<input type="checkbox"/>	09/03/2018	Needs Approval	0.0 001	001-Regular Time	8.00	
<input type="checkbox"/>	09/03/2018	Needs Approval	8.0 040	Annual Leave	8.00	
<input type="checkbox"/>	09/04/2018	Needs Approval	8.0 001	001-Regular Time	8.00	
<input type="checkbox"/>	09/05/2018	Needs Approval	8.0 001	001-Regular Time	8.00	
<input type="checkbox"/>	09/06/2018	Needs Approval	8.0 001	001-Regular Time	8.00	
<input type="checkbox"/>	09/07/2018	Needs Approval	8.0 001	001-Regular Time	8.00	
<input type="checkbox"/>	09/10/2018	Needs Approval	8.0 001	001-Regular Time	8.00	
<input type="checkbox"/>	09/11/2018	Needs Approval	8.0 001	001-Regular Time	8.00	
<input type="checkbox"/>	09/12/2018	Needs Approval	8.0 001	001-Regular Time	8.00	
<input type="checkbox"/>	09/13/2018	Needs Approval	8.0 001	001-Regular Time	8.00	
<input type="checkbox"/>	09/14/2018	Needs Approval	8.0 001	001-Regular Time	8.00	

6. From the Absence/OT tab, choose the **Select All** button. A check mark will appear at the beginning of each row.

The screenshot shows the 'Time Administration' interface for 'Kylie Dominguez'. The 'Absence/OT' tab is selected. Below the tab, there is a table of absence events. The 'Select All' button is highlighted with a red box. The table below shows an absence event for 'Annual Leave' on 09/03/2018.

Select	Edit	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
<input type="checkbox"/>	<a href="#">Edit</a>	09/03/2018	09/03/2018	Annual Leave	8.00 Hours	Details		Needs Approval	Approval Monitor	Manager Timesheet	<input type="checkbox"/>



7. Go to the **Reported Time Status** tab.

The screenshot shows the 'Time Administration' interface for 'Kylie Dominguez'. The 'Reported Time Status' tab is highlighted with a red box. The interface includes a navigation sidebar on the left, a top header, and a main content area. The main content area displays a timesheet for the period from Sunday 09/02/2018 to Saturday 09/15/2018. Below the timesheet, there are buttons for 'Save for Later' and 'Submit'. The 'Reported Time Status' tab is selected, and the 'Absence Events' section is visible, showing a table with columns for Select, Edit, Start Date, End Date, Absence Name, Duration, Unit Type, Details, Status, Approval Monitor, Source, and Cancel. The 'Approval' section below the table has buttons for 'Select All', 'Deselect All', 'Approve', and 'Deny'. The 'Absence Entitlement Balances' section shows 'Sick Leave Balance' as 627.00 Hours and 'Annual Leave Balance' as 276.00 Hours.

8. On the **Reported Time Status** tab, choose the **Select All** button.

The screenshot shows the 'Time Administration' interface for 'Kylie Dominguez'. The 'Reported Time Status' tab is selected. The 'Approval' section at the bottom of the page has the 'Select All' button highlighted with a red box. The 'Reported Time Status' table is visible, showing columns for Select, Date, Reported Status, Total, TRC, Description, Sched Hrs, and Comments. The table contains 11 rows of data, all with a 'Needs Approval' status. The 'Approval' section has buttons for 'Select All', 'Deselect All', 'Approve', and 'Deny'. The 'Absence Entitlement Balances' section shows 'Sick Leave Balance' as 627.00 Hours and 'Annual Leave Balance' as 276.00 Hours.



9. Select the **Approve** button, which will approve items on both the Absence/OT tab and the Reported Time Status tab.

Time Administration

Report Employee Time

Assign Employee Schedule

Time Administration Analytics

Time Administration Queries

Timesheet

Kylie Dominguez  
Building Manager

Employee ID 00000031  
Empl Record 0

Time Source Schedule  
Earliest Change Date 09/16/2018

Select Another Timesheet

\*View By Calendar Period Previous Period Next Period

\*Date 09/02/2018

Scheduled Hours 80.0 Reported Hours 80.0 Print Timesheet

From Sunday 09/02/2018 to Saturday 09/15/2018

Sun 9/2	Mon 9/3	Tue 9/4	Wed 9/5	Thu 9/6	Fri 9/7	Sat 9/8	Sun 9/9	Mon 9/10	Tue 9/11	Wed 9/12	Thu 9/13	Fri 9/14	Sat 9/15	Total	Time Reporting Code	Type	Additional TRC	Labor Code
	0.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		72.0	001 - 001-Regular Time	Hours		03030200
	8.0													8.0	040 - Annual Leave	Hours		

Save for Later Submit

Reported Time Status Summary Absence/OT Exceptions

Reported Time Status

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
<input checked="" type="checkbox"/>	09/03/2018	Needs Approval	0.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	09/03/2018	Needs Approval	8.0	040	Annual Leave	8.00	
<input checked="" type="checkbox"/>	09/04/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	09/05/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	09/06/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	09/07/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	09/10/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	09/11/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	09/12/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	09/13/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	09/14/2018	Needs Approval	8.0	001	001-Regular Time	8.00	

Approval

Select All Deselect All Approve Deny

10. Review the attestation message, and choose the **Yes** button.

Once Approved the status cannot be reverted back. (20020,20)

By clicking Yes, you are certifying that all reported time was worked and approved according to law and regulation.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

Yes No

11. You will receive an approval confirmation message. Select **OK**.

Timesheet

Approve Confirmation

Selected transactions were successfully approved.

OK



12. The timesheet submissions will appear as **Approved** in the Reported Time Status tab. **The timesheet has been approved for processing. No further action is needed at this time.**

The screenshot displays the 'Time Administration' interface for reporting employee time. The employee is Kyle Dominguez (Employee ID: 00000031, Building Manager). The timesheet is for the period from Sunday 09/02/2018 to Saturday 09/15/2018. The interface shows a calendar grid with reported hours of 8.0 per day. Below the calendar is a table of reported time status entries, all of which are marked as 'Approved'.

Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
09/03/2018	Approved	8.0	001	001-Regular Time	8.00	
09/03/2018	Approved	8.0	040	Annual Leave	8.00	
09/04/2018	Approved	8.0	001	001-Regular Time	8.00	
09/05/2018	Approved	8.0	001	001-Regular Time	8.00	
09/06/2018	Approved	8.0	001	001-Regular Time	8.00	
09/07/2018	Approved	8.0	001	001-Regular Time	8.00	
09/10/2018	Approved	8.0	001	001-Regular Time	8.00	
09/11/2018	Approved	8.0	001	001-Regular Time	8.00	
09/12/2018	Approved	8.0	001	001-Regular Time	8.00	
09/13/2018	Approved	8.0	001	001-Regular Time	8.00	
09/14/2018	Approved	8.0	001	001-Regular Time	8.00	