

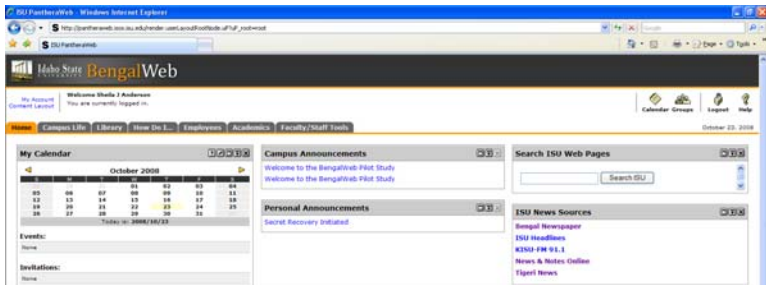
Web Time Entry

Approving Time Sheets

Log in to BengalWeb with the same User Name and Password as for your ISU email.



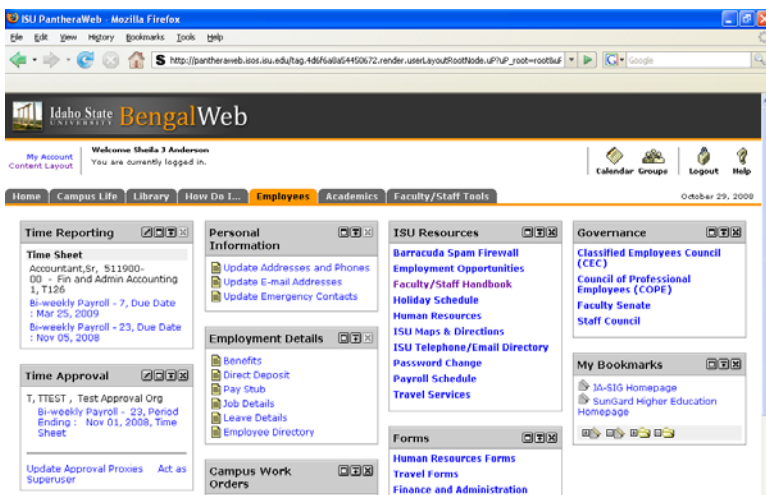
Click on the "Employees" tab.



If you are a time approver, you will see a **Time Approval** channel displayed.

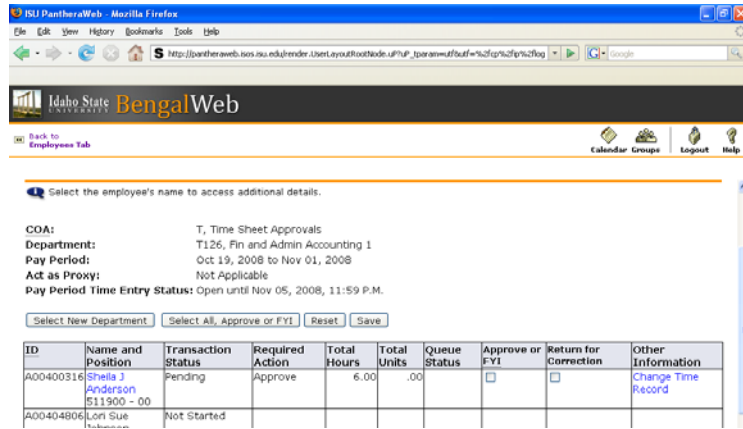
Before beginning time approvals, you must set up a proxy (backup person). Submit an email to HR (send to buchheat@isu.edu) requesting your choice of proxy. Within a week, you will be

sent a confirmation email letting you know if your choice has been approved. The confirmation will include instructions on how to set up your proxy in BengalWeb, and on where your proxy can get Time Approval training. If your choice is *not* approved, a representative will work with you to find a suitable alternative. The proxy designation is valid for all pay periods once it is set up. If you are an approver or proxy for more than one department (time sheet organization), they will all be listed in the Time Approval channel. To begin approvals, click on the Bi-weekly Payroll Period (pay period) under the department you wish to approve time for.



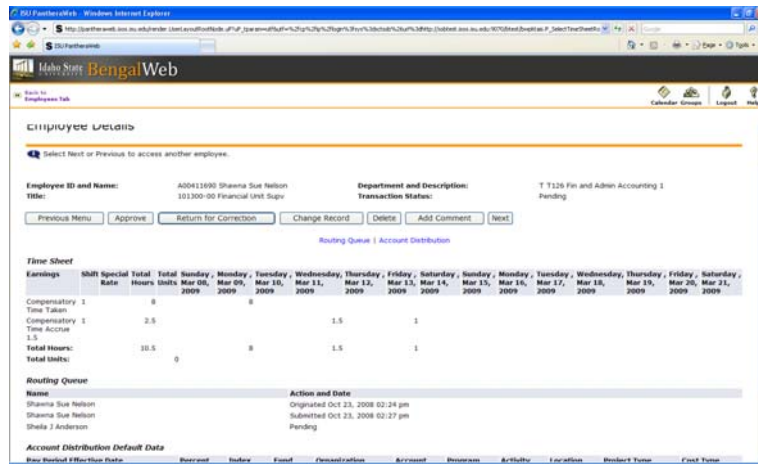
The Department Summary screen appears. You see your chosen department and pay period, and who you're acting as proxy for (if applicable), as well as the "Pay Period Time Entry Status." **Please note the "Open until" date, and make sure that all your approvals are done by then.**

The “Transaction Status” column displays the status of a time sheet: **Not Started**, **In Progress**, or **Pending**. “Not Started” means that the time sheet has not yet been opened. “In Progress” means that the time sheet has been opened, but has not been submitted for approval. “Pending” means that it is waiting for approval. You can only approve time sheets that have a “Pending” status and that show “Approve” in the “Required Action” column (if a time sheet has a “Pending” status it will not be ready for you to approve if it is still awaiting approval from someone farther down the queue).

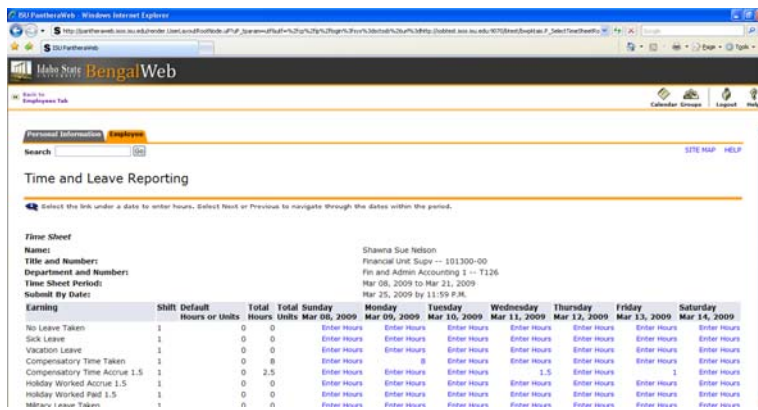


To view time sheet details, click on the employee's name or on “Change Time Record” in the “Other Information” column.

When you click on the employee's name, the Employee Details screen appears. It displays a summary of the time sheet. From this screen, you can click on one of the following buttons: **Previous Menu** takes you back to the Department Summary, **Approve** approves the time sheet, **Change Record** allows you to change the time sheet, **Add Comments** allows you to add comments regarding the time sheet, and **Next** takes you to the next employee on the list. If you click on **Change Record**, the employee's time sheet will appear.

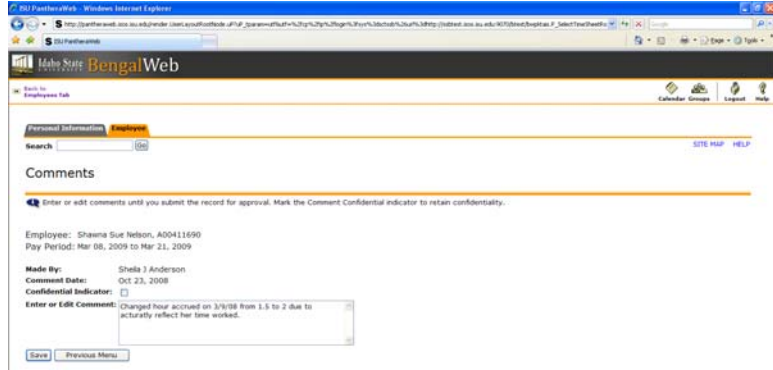


Make changes just as you would if changing you own time sheet. However, **if you change an employee's time sheet, you must leave a comment as to why it was changed**. This comment will stay with the time sheet as documentation. If it is a comment meant for the employee whose time sheet it is, you must inform the employee that a comment was made.

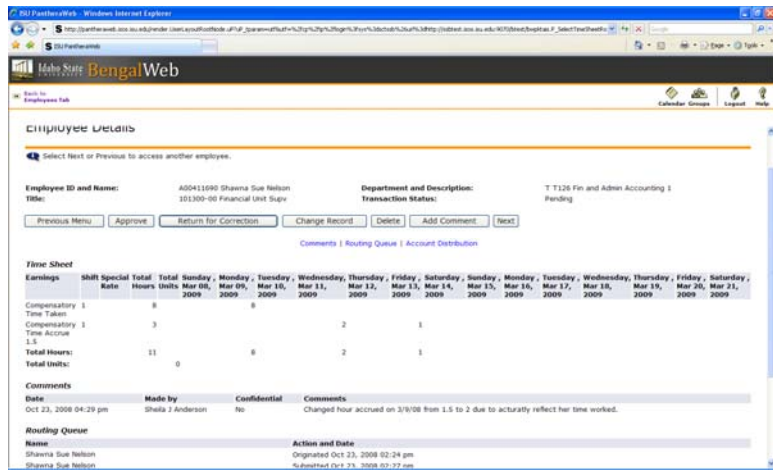


To enter a comment, click **Comments** at the bottom of the screen. Go to the **Enter or Edit Comment** box, and type in what was changed and why. You must enter your comments before you approve the time sheet.

If you do not want the employee to view your comments, check the **Confidential Indicator** box. Click **Save** and then **Previous Menu** to return to the Employee Details screen. If you'd checked the **Confidential Indicator** box, the Confidential status at the bottom of the screen would be "Yes."



You're now ready to approve the time sheet. Either click **Approve** to approve it while you're in the **Employee Details** screen, or click **Previous Menu**, and then approve it from the **Department Summary** screen. To approve it from the **Department Summary** screen, click the checkbox in the **Approve or FYI** column for that employee, and then click **Save**.



You will see that the "Transaction Status" for the employee is now "Approved." Also note that if you entered any comments the "Other Information" column will display the word "Comments."

Important Note: Each department *must* set up a procedure to notify employees whose time sheets are still in the "In Progress" or "Not Started" status when a time entry deadline draws near. If you don't have any more departments to approve time for, you've now completed time sheet approvals. Click on the "Back to Employees Tab" link in the upper left hand corner of your screen to continue working in BengalWeb, or click on the Logout icon in the upper right hand corner of the screen to exit BengalWeb. If you have more departments to approve, click the **Select New Department**, choose the next department and pay period you wish to approve time for, and click **Select** to continue approving time.

