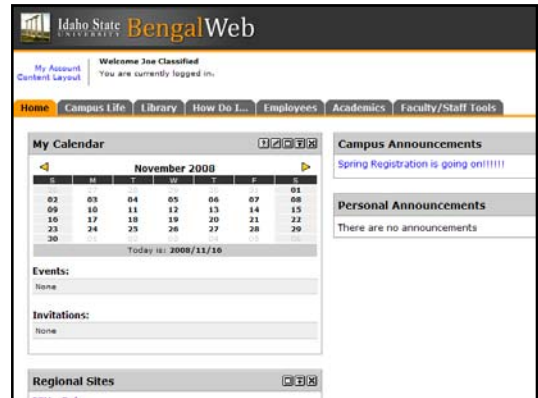


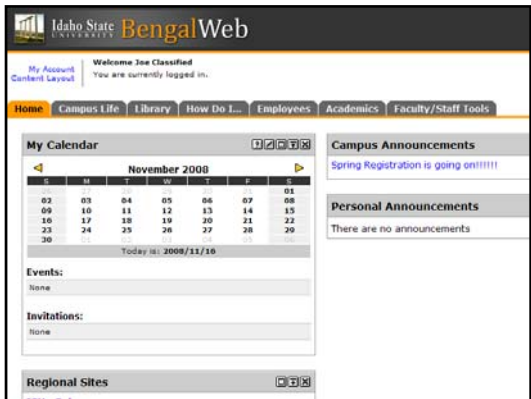
Practicing Time Approvals



If you'd like to practice a little before beginning your actual time approvals, click here to begin a short simulation. You'll be guided step-by-step through the process. After completing this exercise, you'll be ready to log in and begin doing the real thing.



To get started, log in to BengalWeb, and click on the "Employees" tab.



Locate your Time Approval channel. Your screen will look something like this. The Time Approval channel will display the name of the department you're approving time for, and the available payroll dates will appear underneath. Click on the payroll date for which you're ready to approve time.

Practicing Time Approvals

Department Summary

Select the employee's name to access additional details.

COA: T, Time Sheet Approvals
 Department: T202, ITS Customer Service 1
 Pay Period: Nov 02, 2008 to Nov 15, 2008
 Act as Proxy: Not Applicable
 Pay Period Time Entry Status: Open until Nov 19, 2008, 11:59 P.M.

Select New Department | Select All, Approve or FYI | Reset | Save

ID	Name and Position	Transaction Status	Required Action	Total Hours	Total Units	Queue Status or FYI	Approve	Return for Correction	Other Information
A00400715		Not Started							
	108500 - 00								
A00402714		Not Started							
	821600 - 00								
A00403897		In Progress		.00	.00				
	105700 - 00								
A00414503	Joe Classified	Pending	Approve	88.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record
	815700 - 00								
A00414996		Not Started							
	128300 - 00								
A00404821		Not Started							

The Department Summary screen will appear.

Select New Department | Select All, Approve or FYI | Reset | Save

ID	Name and Position	Transaction Status	Required Action	Total Hours	Total Units	Queue Status or FYI	Approve	Return for Correction	Other Information
A00400715		Not Started							
	108500 - 00								
A00402714		Not Started							
	821600 - 00								
A00403897		In Progress		.00	.00				
	105700 - 00								
A00414503	Joe Classified	Pending	Approve	88.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Time Record
	815700 - 00								
A00414996		Not Started							
	128300 - 00								
A00404821		Not Started							

Any time sheets ready for your approval will display the message "Approve" in the "Required Action" column. You'll see that there's a blank checkbox in the "Approve or FYI" column. If you're absolutely sure that the time sheet is correct without looking at any further details, click on the checkbox.

Any time sheets ready for your approval will display the message "Approve" in the "Required Action" column. You'll see that there's a blank checkbox in the "Approve or FYI" column. If you're absolutely sure that the time sheet is correct without looking at any further details, click on the checkbox.

Select New Department | Select All, Approve or FYI | Reset | Save

ID	Name and Position	Transaction Status	Required Action	Total Hours	Total Units	Queue Status or FYI	Approve	Return for Correction	Other Information
A00400715		Not Started							
	108500 - 00								
A00402714		Not Started							
	821600 - 00								
A00403897		In Progress		.00	.00				
	105700 - 00								
A00414503	Joe Classified	Pending	Approve	88.00	.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Change Time Record
	815700 - 00								
A00414996		Not Started							
	128300 - 00								

Then, click "Save."

Select New Department | Select All, Approve or FYI | Reset | Save

ID	Name and Position	Transaction Status	Required Action	Total Hours	Total Units	Queue Status or FYI	Approve	Return for Correction	Other Information
A00400715		Not Started							
	108500 - 00								
A00402714		Not Started							
	821600 - 00								
A00403897		In Progress		.00	.00				
	105700 - 00								
A00414503	Joe Classified	Pending	Approve	88.00	.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Change Time Record
	815700 - 00								
A00414996		Not Started							
	128300 - 00								

If multiple time sheets are ready to approve at once, after reviewing them you can click the "Select All, Approve or FYI" button to approve them all with one click. However, be very careful before clicking "Approve." When you do, all selected time sheets will be passed on to the next approver, or to payroll if you are the final approver.

You are responsible for making sure that each employee's time sheet has been filled out correctly. It's generally best to check the details before approving. To do this, instead of putting a checkmark in the "Approve or FYI" column immediately, first click on the employee's name to review time sheet details.

Practicing Time Approvals

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: Department and Description: T T202 ITS Customer Service 1
 Title: Transaction Status: Pending

Buttons: Previous Menu, Approve, Return for Correction, Change Record, Delete, Add Comment, Next

Comments | Routing Queue | Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday, Mar 08, 2009	Monday, Mar 09, 2009	Tuesday, Mar 10, 2009	Wednesday, Mar 11, 2009	Thursday, Mar 12, 2009	Friday, Mar 13, 2009
No Exceptions	1		0	0						
Vacation	1	88	8	8		8	8	8	8	8
Leave										
Compensatory	1		0	0						
Time Taken										
Total Hours:			88	8		8	8	8	8	8

The summary time sheet appears. If everything looks correct, click "Approve."

But if you see a change that needs to be made, click "Change Record."

Time and Leave Reporting

Select the link under a date to enter hours. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Name: Title and Number: Department and Number: ITS Customer Service 1 -- T202
 Time Sheet Period: Mar 08, 2009 to Mar 21, 2009
 Submit By Date: Mar 25, 2009 by 11:59 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday, Mar 08, 2009	Monday, Mar 09, 2009	Tuesday, Mar 10, 2009	Wednesday, Mar 11, 2009	Thursday, Mar 12, 2009	Friday, Mar 13, 2009
No Exceptions	1		0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation	1		0	88	8	8	8	8	8	8
Jury Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compensatory	1		0	0	0	Enter	Enter	Enter	Enter	Enter

The full time sheet appears, and you can make necessary changes just as one makes them when filling out time. Let's say that we know that this employee did not take vacation on Sunday. Click the "8" under "Sunday."

Time and Leave Reporting

Select the link under a date to enter hours. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Name: Title and Number: Department and Number: ITS Customer Service 1 -- T202
 Time Sheet Period: Mar 08, 2009 to Mar 21, 2009
 Submit By Date: Mar 25, 2009 by 11:59 P.M.

Earning: Vacation Leave
 Date: Mar 08, 2009
 Shift: 1
 Hours: 8

Buttons: Save, Copy, Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday, Mar 08, 2009	Monday, Mar 09, 2009	Tuesday, Mar 10, 2009	Wednesday, Mar 11, 2009	Thursday, Mar 12, 2009	Friday, Mar 13, 2009
No Exceptions	1		0	0	0	Enter	Enter	Enter	Enter	Enter

Time and Leave Reporting

Select the link under a date to enter hours. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Name: Title and Number: Department and Number: ITS Customer Service 1 -- T202
 Time Sheet Period: Mar 08, 2009 to Mar 21, 2009
 Submit By Date: Mar 25, 2009 by 11:59 P.M.

Earning: Vacation Leave
 Date: Mar 08, 2009
 Shift: 1
 Hours:

Buttons: Save, Copy, Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday, Mar 08, 2009	Monday, Mar 09, 2009	Tuesday, Mar 10, 2009	Wednesday, Mar 11, 2009	Thursday, Mar 12, 2009	Friday, Mar 13, 2009
No Exceptions	1		0	0	0	Enter	Enter	Enter	Enter	Enter

Change the entry to zero.

Practicing Time Approvals

Time and Leave Reporting

Select the link under a date to enter hours. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Name:
Title and Number:
Department and Number: ITS Customer Service 1 -- T202
Time Sheet Period: Mar 08, 2009 to Mar 21, 2009
Submit By Date: Mar 25, 2009 by 11:59 P.M.

Earning: Vacation Leave
 Date: Mar 08, 2009
 Shift: 1
 Hours: 0

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Total					
					Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
No Exceptions	1	0	0	0	0	0	0	0	0	0

Click "Save."

	Units	08, 2009	2009	2009	2009	2009
No Exceptions	1	0	0	0	Enter Hours	Enter Hours
Sick Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours
Vacation Leave	1	0	80	0	8	8
Jury Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours
Compensatory 1 Time Taken	0	0	0	Enter Hours	Enter Hours	Enter Hours
Compensatory 1 Time Accrue	0	0	0	Enter Hours	Enter Hours	Enter Hours
Military Leave 1 Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours
Total Hours:		80	0	8	8	8
Total Units:		0	0	0	0	0

Previous Menu Preview Comments Approve Next

Submitted for Approval By:
 Approved By:
 Waiting for Approval From:
 RELEASE: 7.2.1.1

Note that the time sheet has been changed and is now correct. However, whenever you change a time sheet, you MUST leave a comment explaining why you did so. Click comments.

Comments

Enter or edit comments until you submit the record for approval. Mark the Comment Confidential indicator to retain confidentiality.

Employee:
 Pay Period:

Made By:
 Comment Date:
 Confidential Indicator:

Enter or Edit Comment:

Save Previous Menu

RELEASE: 8.0

Then type in the reason for the change. Let's say that in this case the employee made a mistake.

If you don't want the employee to be able to read the comment, check the Confidential Indicator box.

But remember, whether or not the comment is marked "confidential," you MUST also personally notify your employee whenever you change a time sheet. There will not be any automatic notification. Send an email or call on the phone. When you've done this, or have made a note to yourself to do so, click "Save."

Comments

Enter or edit comments until you submit the record for approval. Mark the Comment Confidential indicator to retain confidentiality.

Employee:
 Pay Period:

Made By:
 Comment Date:
 Confidential Indicator:

Enter or Edit Comment:

Save Previous Menu

RELEASE: 8.0

Then click "Previous Menu" to return to the time sheet screen.

Practicing Time Approvals

		2009							
No Exceptions	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Leave	1	0	80	0	8	8	8	8	8
Jury Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compensatory 1 Time Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compensatory 1 Time Accrue 1.0	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave Taken	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		80	0	0	8	8	8	8	8
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By:
 Approved By:
 Waiting for Approval From:
 RELEASE: 7.2.1.1

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Click "Approve."

Time and Leave Reporting

Select the link under a date to enter hours. Select Next or Previous to navigate through the dates within the period.

▲ The time sheet was approved successfully.

Time Sheet

Name:

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Earning	Shift	Default Hours or Units	Total Hours Units	Total Sunday Monday Tuesday Wednesday Thursday Friday						
				Mar 08, 2009	Mar 09, 2009	Mar 10, 2009	Mar 11, 2009	Mar 12, 2009	Mar 13, 2009	
No Exceptions	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Leave	1	0	80	0	8	8	8	8	8	8

You'll get a message that the time sheet was approved successfully. You can now go on to review other time sheets, or you can logout if that's all you have to do for now.



As you've seen approving time sheets is really quite simple. But if you have any questions, contact Human Resources at 282-2517. For assistance with technical issues, you can call the IT Service Desk at 282-4357 - that's H-E-L-P, HELP. You can also send them an email at help@isu.edu.