

Quick Steps for Time Approval

For Regular Time Sheet Approval

1. Open BengalWeb – <http://bengalweb.isu.edu>. Click on the **Employees** tab.
2. In the **Time Approval** channel, select the correct pay period under the department for which you wish to approve time.
3. The Department Summary screen appears. If a time sheet is ready to approve, you will see a blank checkbox in the “Approve or FYI” column.
4. You may do one of the following:
 - **If you’re sure the report is correct, you can approve time without checking details.** Click the checkbox in the “Approve or FYI” column, then click the **Save** button. The time sheet is approved.
 - **To check details before approving time,** click on the employee’s name to see the Employee Details screen (time sheet summary).
 - **If the record is correct,** click **Approve**.
 - **If you find an error,** click on **Change Record** to open the employee’s time sheet. Make corrections just as if you were changing your own time sheet, then click **Comments** to enter an explanation of your change. Click **Save**, then **Previous** Menu. Click **Approve**, and then **Previous** Menu again to return. Be sure to notify the employee that you have made a change.
5. You may now approve time for another employee, return to BengalWeb, or log out. If you are approving time for more than one department, click **Select New Department** to continue.

Remember: Submit your approvals before the deadline (generally 12 midnight on the Tuesday after the pay period ends). *The time sheets you need to approve will not be available after this time.*

To Set Up a Proxy (Backup)

1. Submit an email to Human Resources (send to buchheat@isu.edu) requesting your choice of proxy.
2. Once you have received confirmation, go to the **Employees** tab in BengalWeb. In the **Time Approval** channel, select “Update Approval Proxies.”
3. Click on the dropdown arrow to see a list of all proxies on campus. Select the name of your approved proxy, then click on the checkbox to the right to **Add**. Click **Save**.
4. If you ever need your proxy to approve time for you, you must let your proxy know. There will be no automatic notification.

Caution: Your employees may not be paid on time if the person you’ve selected from the dropdown list has not been approved to serve as a proxy for **you**. *Be sure not to select someone who has not been approved.*

Need Help? Call the IT Service Desk: 282-4357 (HELP) help@isu.edu