

WEB TIME ENTRY APPROVALS

Access Self-Service Banner

Log into Gateway from Dickinson College homepage using your network user name and password.

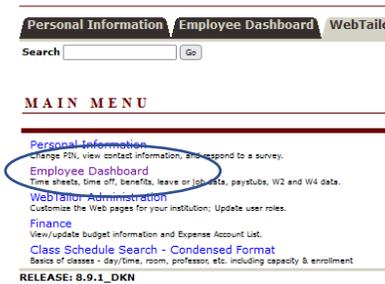


Click SSB icon from the Application Launch Pad.

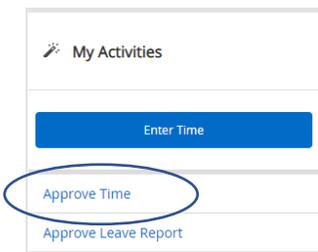
APPLICATION LAUNCH PAD



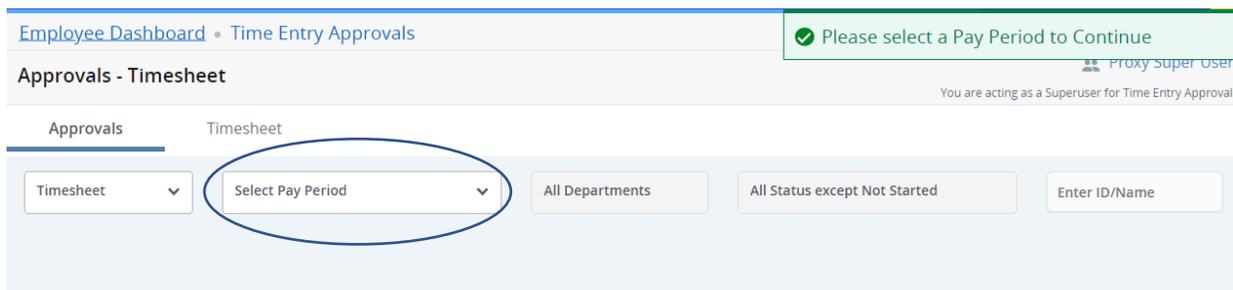
Click link for Employee Dashboard



On Employee Dashboard under “My Activities” section click the *Approve Time* link to go to Time Entry Approvals page.



- Select the appropriate pay period for BL or ST to view Pending timesheets.



- From the Time Entry Approvals screen, click the *Pending* bar to display the list of pending timesheets for that pay period.

The screenshot shows the 'Approvals' tab with a 'Timesheet' sub-tab. At the top, there are filters for 'Timesheet', 'All Departments', a date range '06/06/2021 - 06/19/2021 (2021 BL 13)', and 'All Status except Not Started'. Below these is a 'Distribution Status Report - Timesheet' section with a bar chart. The 'Pending' bar is circled in blue.

Status	Count
Pending	1
Pending - In the Queue	0
In Progress	0

- Click on the first pending timesheet to bring up the *Preview* screen for that employee. You can also click the three dots on the right to bring up the *Preview* screen.

The screenshot shows the 'Approvals - Timesheet' screen. At the top, it says 'Proxy Super User' and 'Reports'. Below that, there are filters for 'Timesheet', a date range, a department 'D-901408, Dining Hall', and 'All Status except Not Started'. A 'Distribution Status Report - Timesheet' bar chart is shown, with the following data:

Status	Count
Pending	1
In Progress	3
Returned	0
Error	0
Approved	0
Completed	0
Cancelled	0

Below the chart is a table of pending timesheets. The first row is circled in blue:

Employee Name	ID	Organization	Hours/Units	Info	More
Employee, Ann Project Crew Leader, SF9738-00	900956336	D-901408, Dining Hall	80.00 Hours	(i)	(⋮)

Below the table, there is a summary bar for 'In Progress' with a count of 3.

Preview ✕

Earn Code	Shift	Total
Sick Leave	1	7.00
Floating Holiday	1	14.00
Vacation	1	35.00
Regular Pay	1	14.00
Total Hours		70.00
Total Units		0.00

Weekly Summary

Week	Total Hours
Week 1	35.00
Week 2	35.00

Details

Return for correction Approve

The Preview screen shows a summary of hours entered by the employee broken down by earn code and total hours by week.

From the Preview box, you can:

- Click *Details* to display a detailed view of timesheet. Hit *Exit Page* to return to Time Entry Approvals page.

900956336-Employee, Ann, Project Crew Leader, SF9738-00, D, 901408, Dining Hall Leave Balance:

06/06/2021 - 06/19/2021 | 80.00 Hours Approved Approved On 06/17/2021, 06:27 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
13	14 8.00 Hours	15 8.00 Hours	16 8.00 Hours	17 8.00 Hours	18 8.00 Hours	19

Vacation 8.00 Hours

Total: 8.00 Hours | [Account Distribution](#)

Exit Page Preview

- Click *Return for correction* if the employee needs to make a change to the timesheet. If you choose to return the timesheet to the employee, it is required to add a comment for the employee. Add comment

and click *Return for Correction*. An email will be sent to the employee immediately alerting them to fix timesheet and resubmit.

Preview !

Total Units	0.00
-------------	------

Weekly Summary

Week	Total Hours
Week 1	40.00
Week 2	40.00

Comment (Optional):

Need to change Friday to vacation day

1962 characters remaining

Confidential Comment

- Click *Approve* to approve timesheet. A message will display “Timesheet successfully approved.”

When an employee adds a comment to the timesheet a flagged link will display as shown below. Click link to view comments.

Employee Name	ID	Organization	Hours/Units	
Employee, Ann Project Crew Leader, SF9738-00	900956336	D-901408, Dining Hall	80.00 Hours	! 1

Additional information

- Timesheets must be submitted and approved by the deadlines established on the payroll schedule.
- Approvers will get an approval email reminder 24 hours before timesheet deadline for any Pending timesheets. If Pending timesheets remain unapproved you will get another reminder 3 hours before timesheet deadline.