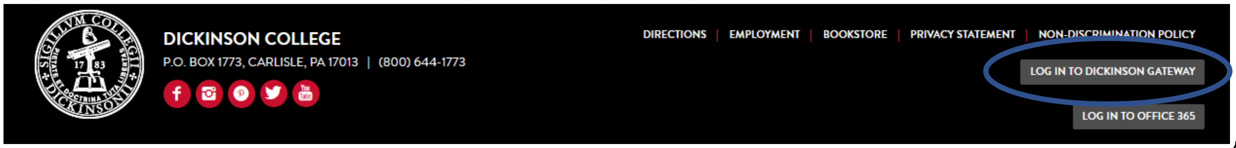
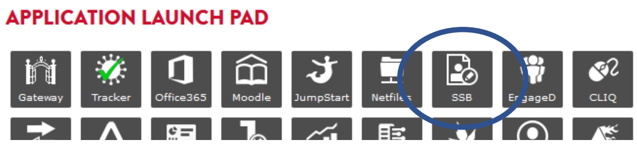
WEB TIME ENTRY APPROVALS

<u>Access Self-Service Banner</u>

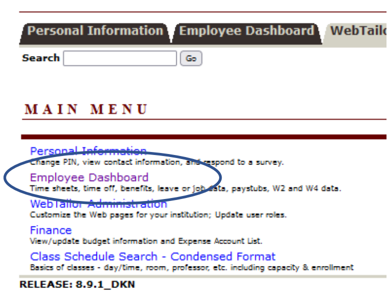
Log into Gateway from Dickinson College homepage using your network user name and password.



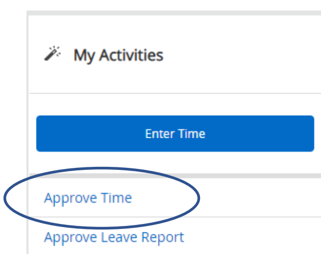
Click SSB icon from the Application Launch Pad.



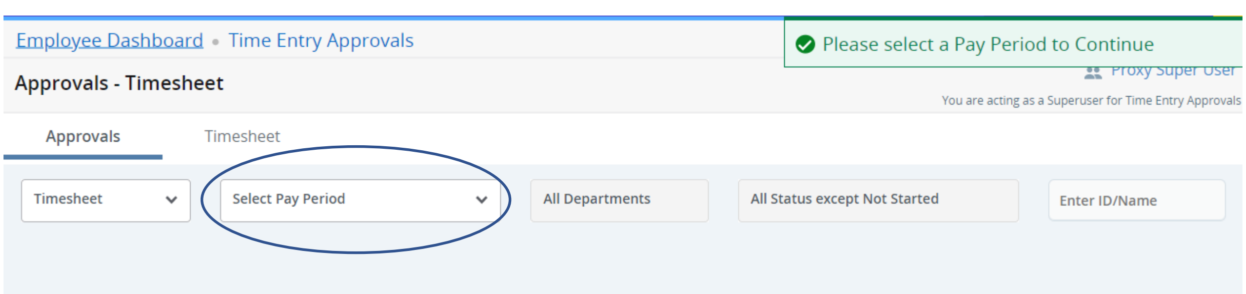
Click link for Employee Dashboard



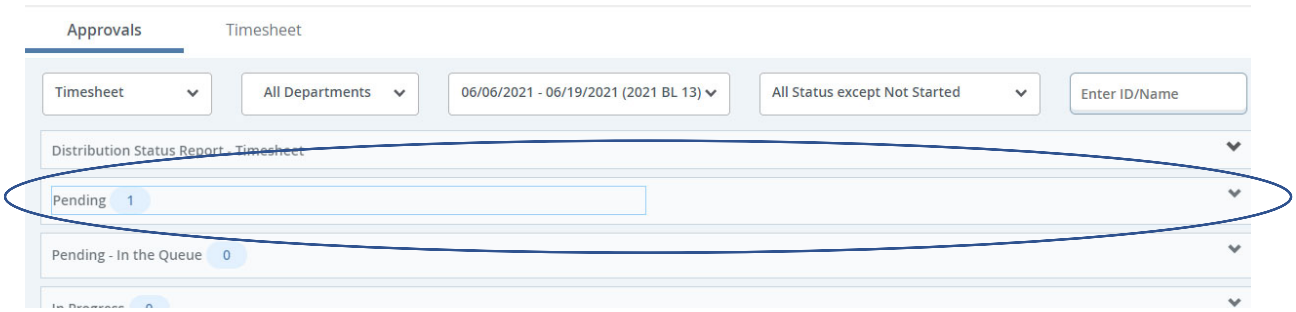
On Employee Dashboard under "My Activities" section click the *Approve Time* link to go to Time Entry Approvals page.



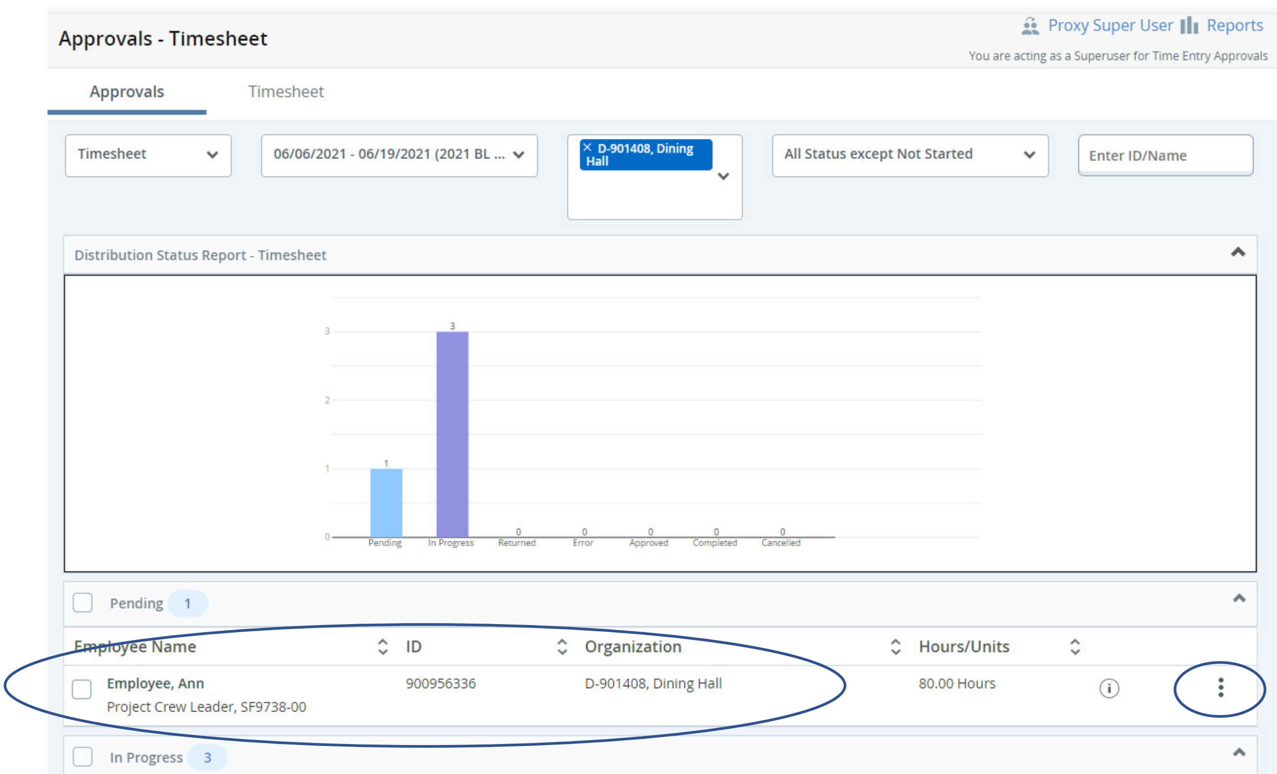
- Select the appropriate pay period for BL or ST to view Pending timesheets.

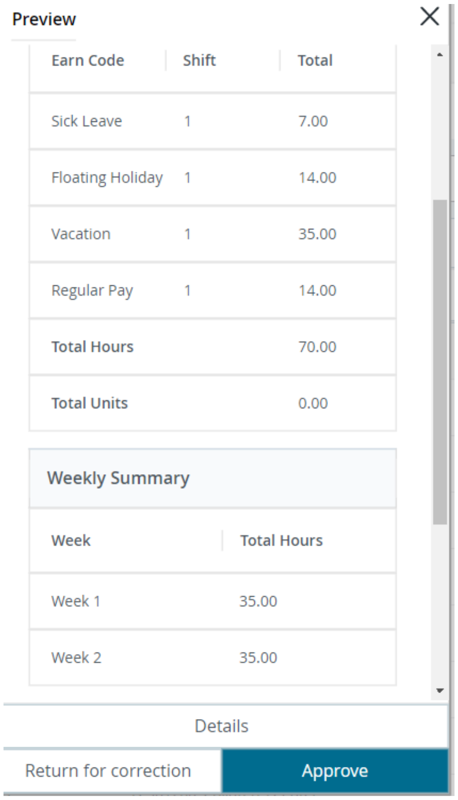


- From the Time Entry Approvals screen, click the *Pending* bar to display the list of pending timesheets for that pay period.



- 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.

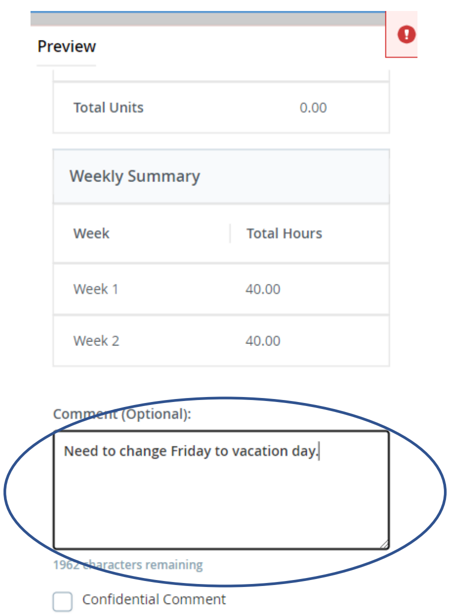




The Preview screen shows a summary of hours entered by the employee broken down by earn code and total hours by week.

From the Preview box, you can:

- Click *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 as needed before the timesheet deadline.

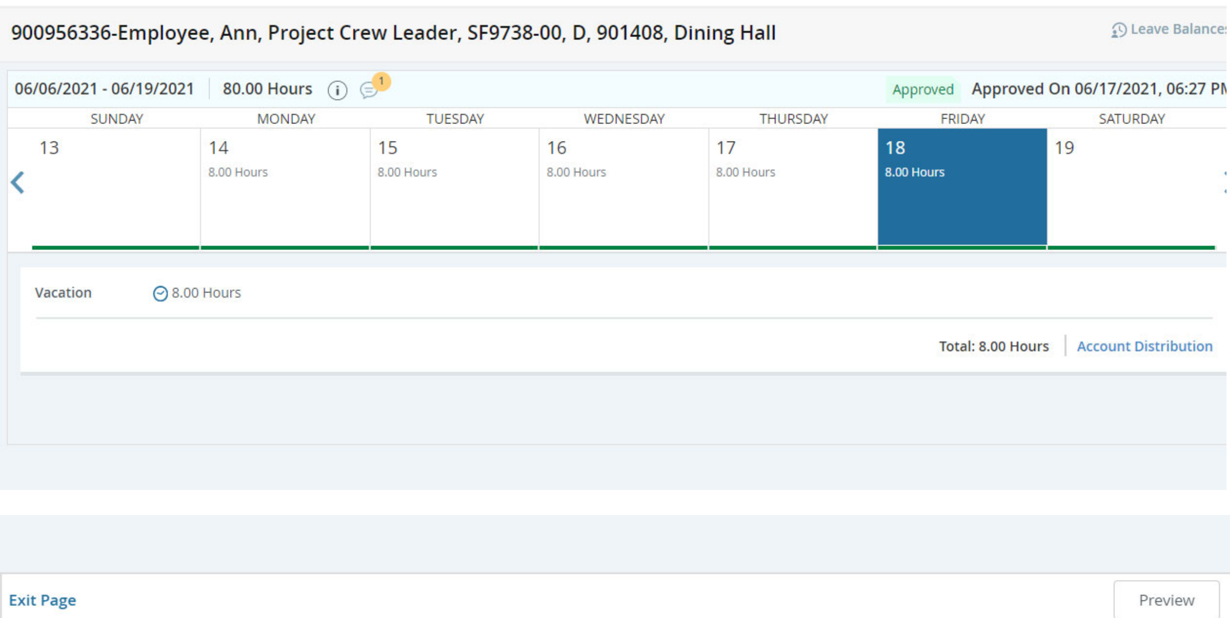


- Click *Approve* to approve timesheet. A message will display "Timesheet successfully approved."

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

After the timesheet is approved, approvers can still view the timesheet as needed. Find the approved timesheet under the Approved section on the Time Entry Approvals page. Click on the employee timesheet to bring up the Preview box.

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



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.