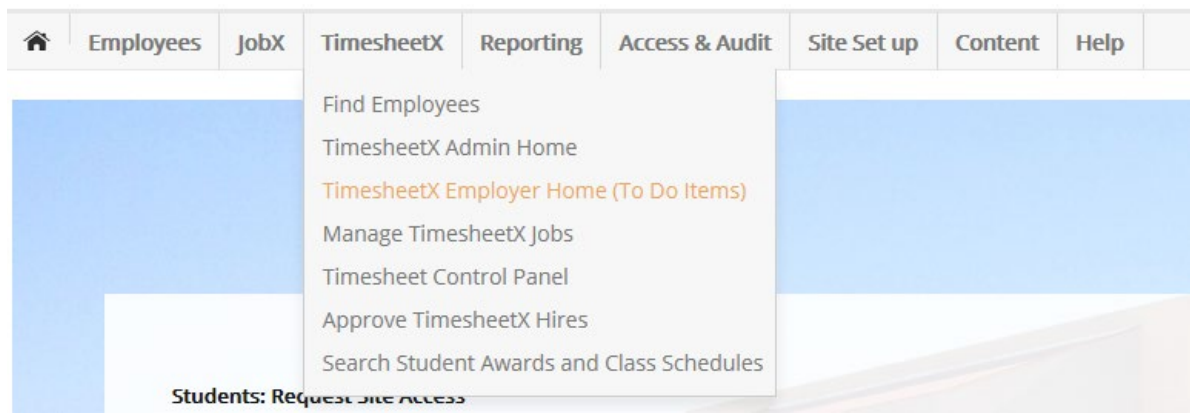


PROCEDURE

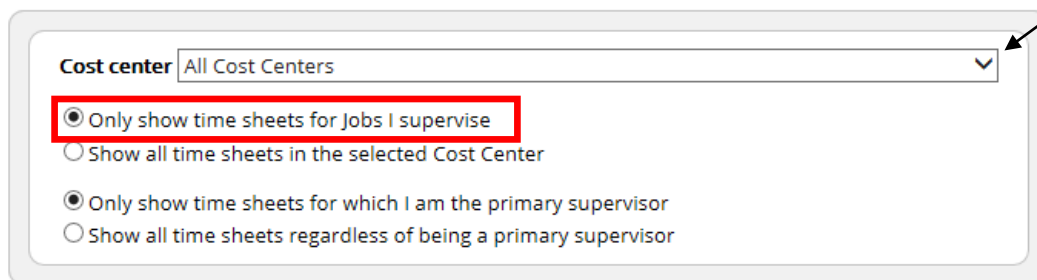
Approving Timesheets in TimesheetX as a Supervisor

1. Log in as a supervisor into the TimesheetX website. Scroll over the tab that is called **'TimesheetX'** and click on the link called **'Timesheet X Employer Home (To Do Items)'**.



2. Once you are on this page you can now choose between the cost centers to look at your employee's timesheets by using the drop down arrow (**Note:** The cost-centers are separated by Student, Short-Term, Sub, and FWS workers, if you have all of these types in your department then you will need to look at each one of those cost centers). If you want to just have the cost centers of areas you supervise, you can simply click the **'Only Show Timesheets I supervise'** bubble.

To Do Items

A screenshot of the 'To Do Items' filter options. The filter is located in a light gray box. It features a 'Cost center' dropdown menu with 'All Cost Centers' selected. Below the dropdown are four radio button options. The first option, 'Only show time sheets for Jobs I supervise', is selected and highlighted with a red rectangular box. An arrow points from the top right corner of the image to the dropdown arrow. The other three options are: 'Show all time sheets in the selected Cost Center', 'Only show time sheets for which I am the primary supervisor', and 'Show all time sheets regardless of being a primary supervisor'.

3. After those fields are entered, you will see all of your employees available timesheets for that current pay period, whether it has been started, started but not submitted, or submitted.

Welcome, La Donna Huggins | [Logout](#)

[Home](#) | [Employees](#) | [JobX](#) | [TimesheetX](#) | [Access & Audit](#) | [Help](#)

Welcome, La Donna Huggins

To Do Items

Cost center: All Cost Centers

Only show time sheets for which I am the primary supervisor
 Show all time sheets regardless of being a primary supervisor

Filter by timesheet status

Returned To Supervisor (0)
 Incomplete By Supervisor (0)
 Delinquent Timesheets (5)
 Resubmitted By Employee (0)
 Pending Approval (2)

Filter by employee

First Name:
 Last Name:

Select All / De-Select All
 Show 25 results per page
1 to 7 of 7 | << >>

December 24, 2015 - January 23, 2016

| Name | Job | Hours | Break Mins | Employee Deadline | Last Modified |
|---|----------------------|-------|------------|--------------------|---------------|
| <input type="checkbox"/> Gina Johnson | SUB OFFICE ASSISTANT | | | 1/23/2016 12:00 PM | Never Started |

January 24, 2016 - February 23, 2016

| Name | Job | Hours | Break Mins | Employee Deadline | Last Modified |
|---|----------------------|-------|------------|--------------------|---------------|
| <input type="checkbox"/> Gina Johnson | SUB OFFICE ASSISTANT | | | 2/23/2016 12:00 PM | Never Started |

4. **Delinquent** timesheets are timesheets which haven't been started therefore will not have any hours on them. It could also mean that they have started their timesheet but have yet to submit it to your for your approval.

Select All / De-Select All
 Show 25 results per page


Timesheet Status: Delinquent

December 24, 2015 - January 23, 2016

| Name | Job | Hours | Break Mins | Employee Deadline | Last Modified |
|---|----------------------|-------|------------|--------------------|---------------|
| <input type="checkbox"/> Gina Johnson | SUB OFFICE ASSISTANT | | | 1/23/2016 12:00 PM | Never Started |


January 24, 2016 - February 23, 2016

- Timesheets that you will be most concerned with are the **Pending Approval** timesheets. These are the timesheets that are awaiting to be approved so that it can move on to Payroll for processing.

| Timesheet Status: Pending Approval | | | | | | |
|---|----------------------|-------|------------|---------------------|-------------------|---|
| May 24, 2016 - June 23, 2016 | | | | | | |
| Name | Job | Hours | Break Mins | Supervisor Deadline | Last Modified | |
| <input type="checkbox"/> Gina Johnson | SUB OFFICE ASSISTANT | 116 | 420 | 6/29/2016 11:59 PM | 7/11/2016 5:12 PM |  |
| June 24 - July 23, 2016 | | | | | | |

- To have a quick view of the timesheet, you can scroll over the magnifying glass icon, and it will pop-up a window. You cannot approve timesheets with this tool.

Employee Gina Johnson
Cost Center HSPS/INDUST TECH (01.00.16.6050.0000.239400.0000)
Job Title SUB OFFICE ASSISTANT
Status Pending Approval
Pay Period May 24, 2016 - June 23, 2016
Deadline *June 29, 2016 12:00 PM*



| Time Sheet Entries | | | | |
|--------------------------|---------|---------|-------|---------|
| Date | Start | End | Break | Hours |
| Tuesday, May 24, 2016 | 8:30 AM | 5:00 PM | 30 | 8 |
| Wednesday, May 25, 2016 | 8:30 AM | 5:00 PM | 30 | 8 |
| Thursday, May 26, 2016 | 8:30 AM | 5:00 PM | 30 | 8 |
| Tuesday, May 31, 2016 | 8:30 AM | 5:00 PM | 30 | 8 |
| Wednesday, June 1, 2016 | 8:30 AM | 5:00 PM | 30 | 8 |
| Thursday, June 2, 2016 | 8:30 AM | 5:00 PM | 30 | 8 |
| Monday, June 6, 2016 | 8:30 AM | 5:00 PM | 30 | 8 |
| Tuesday, June 7, 2016 | 8:30 AM | 5:00 PM | 30 | 8 |
| Wednesday, June 8, 2016 | 8:30 AM | 5:00 PM | 30 | 8 |
| Thursday, June 9, 2016 | 8:30 AM | 5:00 PM | 30 | 8 |
| Monday, June 20, 2016 | 7:30 AM | 5:00 PM | 30 | 9 |
| Tuesday, June 21, 2016 | 7:30 AM | 5:00 PM | 30 | 9 |
| Wednesday, June 22, 2016 | 7:30 AM | 5:00 PM | 30 | 9 |
| Thursday, June 23, 2016 | 7:30 AM | 5:00 PM | 30 | 9 |
| Total: | | | | 116 hrs |

Timesheet.aspx?...

- Once your timesheets have been fully reviewed by your designated Reviewer, and your Collector has emailed you that all departments are ready to be approved, simply click on the check box that says **Select All/De-select All** and at the top you hit the **'Approve Timesheets'** icon.

Export Summary Export Details Print Timesheets **Approve Timesheets** Reject Timesheets Dismiss Timesheets Take Possession Email Students

Select All / De-Select All Show 25 results per page

| Name | Job | Hours | Break Mins | Employee Deadline |
|--|----------------------|-------|------------|---------------------|
| <input type="checkbox"/> Gina Johnson | SUB OFFICE ASSISTANT | | | 2/23/2016 12:00 PM |
| February 24, 2016 - March 23, 2016 | | | | |
| Name | Job | Hours | Break Mins | Employee Deadline |
| <input type="checkbox"/> Gina Johnson | SUB OFFICE ASSISTANT | | | 3/23/2016 12:00 PM |
| March 24, 2016 - April 23, 2016 | | | | |
| Name | Job | Hours | Break Mins | Employee Deadline |
| <input type="checkbox"/> Gina Johnson | SUB OFFICE ASSISTANT | | | 4/23/2016 12:00 PM |
| April 24, 2016 - May 23, 2016 | | | | |
| Name | Job | Hours | Break Mins | Employee Deadline |
| <input type="checkbox"/> Gina Johnson | SUB OFFICE ASSISTANT | | | 5/24/2016 12:00 PM |
| May 24, 2016 - June 23, 2016 | | | | |
| Name | Job | Hours | Break Mins | Supervisor Deadline |
| <input checked="" type="checkbox"/> Gina Johnson | SUB OFFICE ASSISTANT | 116 | 420 | 6/29/2016 11:59 PM |

Timesheet Status: Pending Approval

- When you click on that icon it will take you to a different page with all of the timesheets you are trying to approve on one final list. Simply click the **'Approve these timesheets'** and your timesheet will be sent to Payroll. This will make all of your employees timesheets in the Pending Approval area disappear, since they are now submitted to Payroll.

Approve Timesheets

| Employee Name | Pay Period | Timesheet Status | Job Title | Remove |
|---------------|------------------------------|------------------|----------------------|-------------------|
| Gina Johnson | May 24, 2016 - June 23, 2016 | Pending Approval | SUB OFFICE ASSISTANT | X |

Approve this time sheet as it appears above

Approve these timesheets