



## Time Approval Process

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### Overview

Managers are responsible for reviewing/verifying all employees' timesheets within their chain of command. The timesheet approval initiates the payroll processing and impacts the employees receiving accurate and timely warrants. Managers receive an alert message when timesheets have been submitted for approval. Managers have the ability to edit and approve/reject an employee's timesheet.

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### Standard Guidelines

The following guidelines apply to approving timesheets.

- Work week is defined as Friday through Thursday. Scheduled hours for the week must equal 40 hours multiplied by the employee's FTE.
- Employees must schedule hours by the work week with each work week totaling 40 hours multiplied by the employee's FTE.
- Retro payments will only be created when the gross originally paid is less than the gross calculated based on the current flex schedule. Determination will be on the gross amount owed and not the actual hours.
- **Contracted hours** equal the hours defined in the work week for the monthly calendar period (i.e., the hours that fall between the first day and the end of the month based on the hours defined in the employee's work week).
- Contract hours will vary monthly based on the employee's work (flex) schedule.
- If an approved flex schedule is not available then the employee's schedule is defaulted to 8 hours per day, Monday through Friday, for their schedule (i.e., unknown or unscheduled work days).
- For Monthly Agency Included Employees (40 hour included employees):
  - FLSA period is defined as Friday through Thursday totaling 40 hours per work week.
  - For eligible employees, overtime is earned only after the employee physically works in excess of the FLSA 40 hour period.
  - Employees will have to force balance their timesheets to the **40-hour work week**.
- For Monthly Agency Career Service Excluded Employees:
  - Comp time is earned only after the employee exceeds the contracted hours for the month.
  - Employees must force balance their timesheets to the **monthly contracted hours**.
  - Contract period equals the hours defined in the work weeks for the monthly calendar period (i.e., the hours that fall between the first day and the end of the month based on the hours defined in the employee's work weeks).
- Timesheet cannot be approved if the employee has not met his/her required contracted hours.
- Timesheet cannot be self-approved.
- Additional hours (i.e., On Call, FNA Disaster Pay, SES Extraordinary Pay, Regular Compensation Payable, etc.) are not counted when determining if the required contracted hours have been met for the pay period.
- Employees who are on Worker's Compensation LWOP will receive 1/3 of the contracted hours to which they are entitled.

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## Time Approval Process, Continued

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### 28 Day (160 & 192 Hour) Employee Guidelines

The following guidelines also apply when approving timesheets for 160 & 192 hour employees:

- 160 & 192 hour employees' work week may vary from week to week, within their pay period.
  - Annual and sick leave accruals are based on the rules for their agency and will be applied based on the agencies' pay cycle.
  - LWOP should not be considered. However, if the LWOP action exists for the whole period, the employee should NOT be paid. If Action exists for part of the period employee will receive full pay.
  - DCF Firefighters
    - Full-time employees (1.00 FTE) will receive a minimum of 8 hours for the Holiday, even if they are scheduled to work less than 8 hours on that day. If they are scheduled to work more than 8 hours on the Holiday, then will receive the number of hours they are scheduled to work for that day.
    - The employee will receive Special Compensatory Leave for those hours worked on the holiday up to their Holiday credit.
    - If the 192 hour employee works over 192 hours in their FLSA period that does not contain a holiday, the employee is credited with either overtime or FLSA Special Compensatory Leave, depending on the employees' overtime election.
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### Key Activities

The following activities will be covered in this section of the Attendance & Leaves User Guide.

Key Activity	Page
Accessing The Screen	5
Approving Time	6
Viewing FLSA Period	9
Rejecting Work/Leave Hours	12

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# Time Approval Process, Continued

## Time Approval Screen

This section contains the employee's personal information.

These buttons are used to scroll through the Payroll Periods.

This section displays the employees in the manager's chain of command.

**Employee Time Entry Approval**

Employee ID #: [ ]  
 Title: 60004925 - FIREFIGHTER SUPERVISOR Agency: DCF - Children and Families

**Employee Time Entry Approval->Overview**

Payroll Period	Pay Period Type
11/04/2005-12/01/2005	1st Cycle 28 Day 160
12/02/2005-12/29/2005	1st Cycle 28 Day 160
12/30/2005-01/26/2006	1st Cycle 28 Day 160

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**Employee Time Entry Approval->Details**

App.	Emp. ID#	Employee Name	FLSA Sched	Sched Hrs	Hrs Worked	Hrs Leave	Hrs Worked	Hrs Leave	Hrs Worked	Hrs Leave	Hours	Hours	Missing
<input type="checkbox"/>	[ ]	[ ]	1st Cycle 28 Day 160	160.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	160.00

\* An employee(s) name in red designates that he/she has recorded hours for extra pay, pending approval. To view the detail click on the employee ID.

## Key Fields

The following table provides details on the key fields found on the Employee Time Entry Approval screen.

Key Field	Description
Payroll Period	Identifies the employee's pay cycle (i.e., bi-weekly paid would show a 2 week payroll period).
Week Begin Date	The first day (Friday) of the pay week.
Week End Date	The last day (Thursday) of the pay week
App	Indicates whether the Employee's attendance and leave information is ready to be approved. <ul style="list-style-type: none"> <li>A white check box indicates that the employee has submitted attendance and leave information for approval.</li> <li>A gray check box indicates the employee has not submitted attendance and leave information for the payroll period.</li> </ul>
FLSA Schedule	Indicates the employee's FLSA period (i.e., 40 hours, 160 hours, 192 hours, etc.)
Scheduled Hours	Indicates total hours the employee is scheduled to work for the pay period selected.
Unsubmitted Hours Worked	Indicates the total attendance hours recorded and saved, but not submitted for approval for the pay period selected by the employee.

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


## Time Approval Process, Continued

Key Field	Description
Unsubmitted Hours Leave	Indicates the total leave hours recorded and saved, but not submitted for approval for the pay period selected by the employee.
Submitted Hours Worked	Indicates the total attendance hours recorded and submitted for approval for the pay period selected by the employee.
Submitted Hours Leave	Indicates the total leave hours recorded and submitted for approval for the pay period selected by the employee.
Approved Hours Worked	Indicates the total attendance hours submitted by the employee and approved by you for the pay period selected.
Approved Hours Leave	Indicates the total leave hours submitted by the employee and approved by you for the pay period selected.
Rejected Hours	Indicates any hours that have been rejected for the pay period.
Overtime Hours	Indicates the total overtime hours recorded and submitted for the pay period selected by the employee.
Hours Missing	Indicates the difference in hours submitted versus the hours scheduled for the employee to work according to the base work schedule for the pay period selected.

### Finding A Payroll Period

The People First System automatically displays the current payroll period upon entering the Employee Time Entry Approval screen. If another payroll period is needed, use one of the following buttons located below the Payroll Period box to move through the listing of payroll periods.

Button	Function
 First Page	Displays the first page of listings, which are the oldest three (3) payroll periods.
 Previous Page	Displays the previous three (3) payroll period listings
 Next Page	Displays the next three (3) payroll period listings.
 Last Page	Displays the last page of payroll period listings.

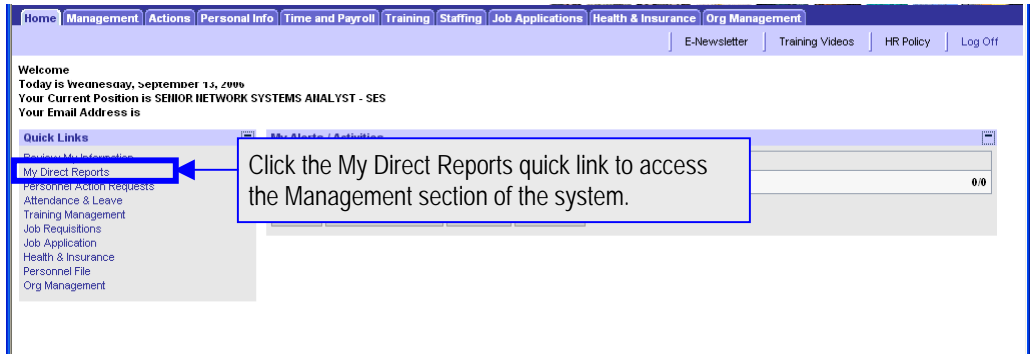
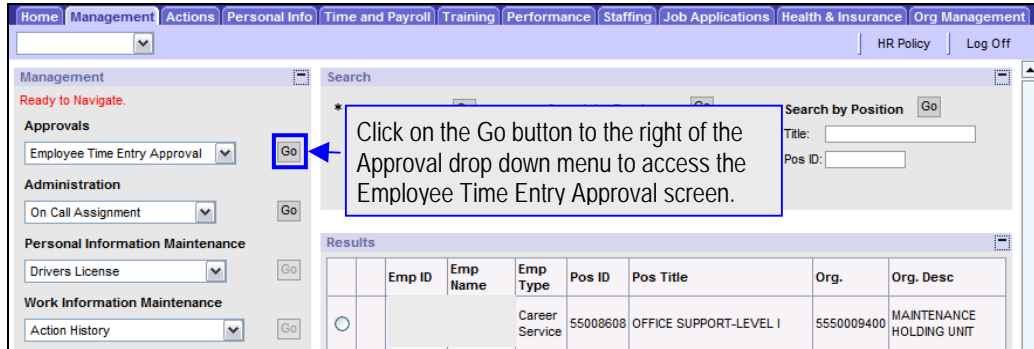
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# Time Approval Process, Continued

## Accessing the Screen

Follow the steps below to access the Time Approval screen.

Step	Action
1	<p>Click on the <b>My Direct Reports</b> link from the <b>Quick Links</b> list on the People First Home Page. The Management Menu screen will be displayed.</p>  <p><b>NOTE:</b> For information on logging in to the People First system, refer to the <i>Navigating the People First Web Site</i> User Guide located at:  <a href="http://dms.myflorida.com/human_resource_support/people_first/for_hr_professionals/training_documents">http://dms.myflorida.com/human_resource_support/people_first/for_hr_professionals/training_documents</a>.</p>
2	<p>Click on the <b>Go</b> button to the right of the <b>Approvals</b> drop down menu on the <b>Management</b> menu. The Employee Time Entry Approval screen will be displayed.</p> 

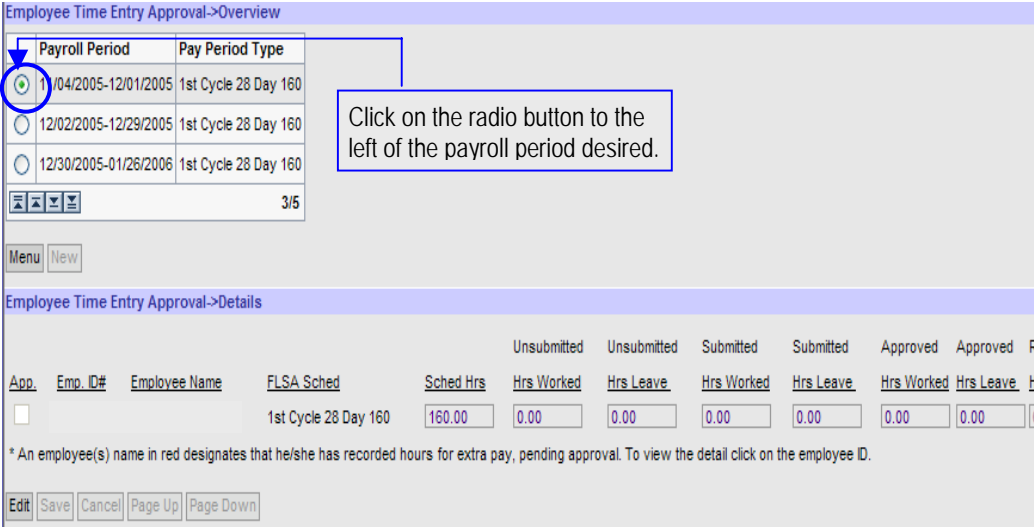
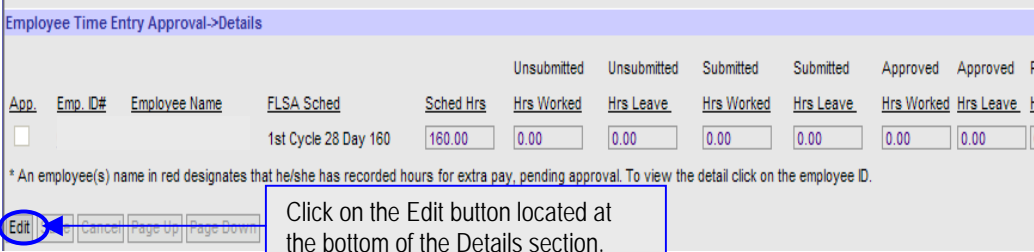
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# Time Approval Process, Continued

**Approving Time** Follow the steps below to approve an employee’s timesheet for a particular pay period.

**NOTE:** Refer to the Accessing the Screen procedures on the previous pages for information on how to navigate to this screen.

Step	Action
1	<p>Click on the <b>Radio</b> button for the pay period desired in the <b>Overview</b> box. The time entry details for that pay period will be displayed in the <b>Details</b> box.</p>  <p><b>NOTE:</b> The current pay period is automatically selected upon entering this screen.</p>
2	<p>Click on the <b>Edit</b> button in the <b>Employee Time Entry Approval Details</b> section of the screen.</p> 

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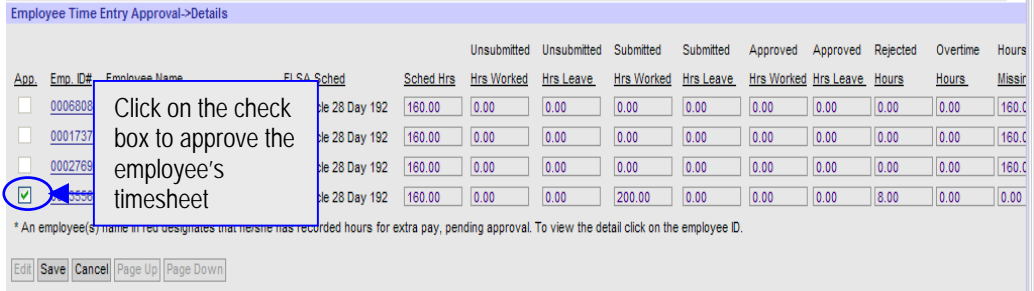
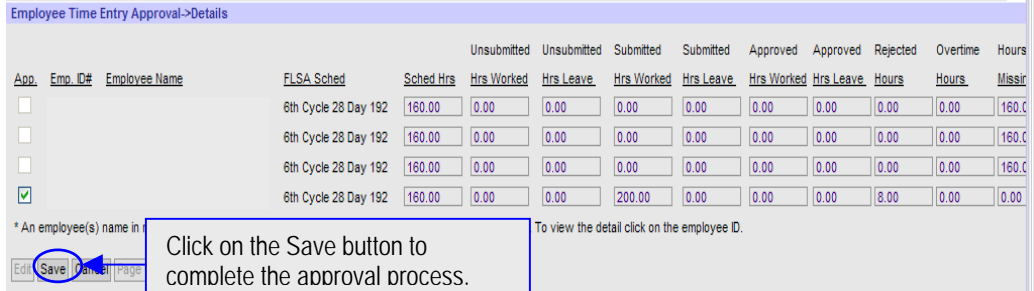
## Time Approval Process, Continued

Step	Action						
3	<p>Locate the employee's record.</p> <table border="1"> <thead> <tr> <th>If all hours have...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>Been submitted</td> <td>The check box under the App. column will be white. Proceed to Step 4.</td> </tr> <tr> <td>Not been submitted</td> <td>The check box under the App. column will be gray. This timesheet cannot be approved at this time. Proceed to Step 8.</td> </tr> </tbody> </table> 	If all hours have...	Then...	Been submitted	The check box under the App. column will be white. Proceed to Step 4.	Not been submitted	The check box under the App. column will be gray. This timesheet cannot be approved at this time. Proceed to Step 8.
If all hours have...	Then...						
Been submitted	The check box under the App. column will be white. Proceed to Step 4.						
Not been submitted	The check box under the App. column will be gray. This timesheet cannot be approved at this time. Proceed to Step 8.						
4	Review the attendance and leave hours submitted.						
5	<p>Determine if additional details are needed before time can be approved/rejected.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>Refer to the <i>Viewing FLSA Period/Pay Period</i> section on page 10 of this guide.</td> </tr> <tr> <td>No</td> <td>Proceed to Step 6.</td> </tr> </tbody> </table>	If...	Then...	Yes	Refer to the <i>Viewing FLSA Period/Pay Period</i> section on page 10 of this guide.	No	Proceed to Step 6.
If...	Then...						
Yes	Refer to the <i>Viewing FLSA Period/Pay Period</i> section on page 10 of this guide.						
No	Proceed to Step 6.						
6	<p>Determine whether to approve or reject the time entries.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>Approved</td> <td>Proceed to Step 7.</td> </tr> <tr> <td>Rejected</td> <td>Refer to the <i>Rejecting Work/Leave Hours</i> section on page 12 of this guide.</td> </tr> </tbody> </table>	If...	Then...	Approved	Proceed to Step 7.	Rejected	Refer to the <i>Rejecting Work/Leave Hours</i> section on page 12 of this guide.
If...	Then...						
Approved	Proceed to Step 7.						
Rejected	Refer to the <i>Rejecting Work/Leave Hours</i> section on page 12 of this guide.						

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# Time Approval Process, Continued

Step	Action						
7	<p>Click on the <b>check box</b> under the <b>App</b> column in the <b>Employee Time Entry Approval Details</b> section.</p> 						
8	<p>Determine if there are additional timesheets to be approved.</p> <table border="1"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>Return to Step 3.</td> </tr> <tr> <td>No</td> <td>Proceed to Step 9.</td> </tr> </tbody> </table>	If...	Then...	Yes	Return to Step 3.	No	Proceed to Step 9.
If...	Then...						
Yes	Return to Step 3.						
No	Proceed to Step 9.						
9	<p>Click on the <b>Save</b> button in the <b>Employee Time Entry Approval Details</b> section. All approved timesheets will be updated to reflect a status of approved.</p> 						

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# Time Approval Process, Continued

## FLSA Period Screen

Time Entry Approval/Rejection->Overview

Pay Period  
02/01/2006-02/28/2006

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Menu New

Time Entry Approval/Rejection->Details

Project	Activity	Sub Activity	Hours	Type	Date	Hours	Scheduled Hours/Status	Reject Hours	Comment
1000			8.00		02/01/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/01/2006	8.00	8.00		
1000			8.00		02/02/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/02/2006	8.00	8.00		
1000			8.00		02/03/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/03/2006	8.00	8.00		
1000			8.00		02/06/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/06/2006	8.00	8.00		
1000			8.00		02/07/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/07/2006	8.00	8.00		
1000			8.00		02/08/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/08/2006	8.00	8.00		
1000			8.00		02/09/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/09/2006	8.00	8.00		
1000			8.00		02/10/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/10/2006	8.00	8.00		
1000			8.00		02/13/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/13/2006	8.00	8.00		
1000			8.00		02/15/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/15/2006	8.00	8.00		
1000			8.00		02/16/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/16/2006	8.00	8.00		
1000			8.00		02/17/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/17/2006	8.00	8.00		
1000			8.00		02/20/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/20/2006	8.00	8.00		
1000			8.00		02/21/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/21/2006	8.00	8.00		
1000			8.00		02/22/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/22/2006	8.00	8.00		
1000			8.00		02/23/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/23/2006	8.00	8.00		
1000			8.00		02/24/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/24/2006	8.00	8.00		
1000			8.00		02/27/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/27/2006	8.00	8.00		
1000			8.00		02/28/2006	8.00	Record Submitted	<input type="checkbox"/>	
			8.00		02/28/2006	8.00	8.00		
<b>Total</b>						160.00	160.00		

**\*\*By clicking on save you will be approving all submitted time for the employee!**

Edit Save Cancel Reject Entries Time Approval

The attendance and leave details are listed by day in this section.

The FLSA period or periods are listed in this section.

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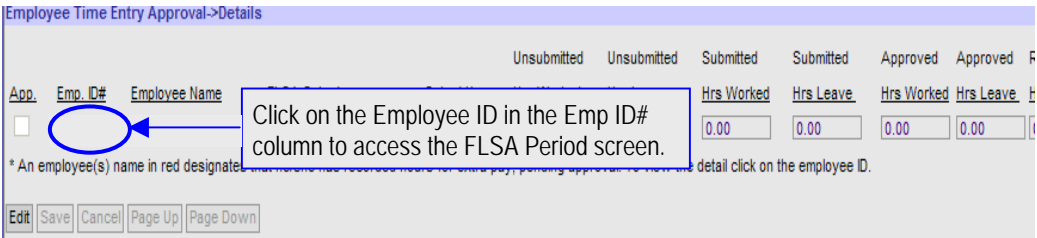
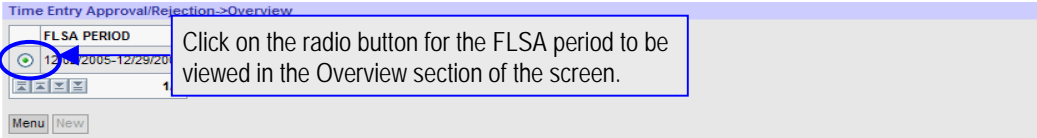


## Time Approval Process, Continued

### Viewing The FLSA Period

Follow the steps below to view the employee's FLSA period for a particular pay period.

**NOTE:** Refer to the Accessing the Screen procedures on the previous pages for information on how to navigate to this screen.

Step	Action																																																																																																																
1	<p>Click on the <b>Employee ID</b> desired in the <b>Details</b> box. The Time Entry Approval/Rejection screen will be displayed.</p>  <p><b>Employee Time Entry Approval-&gt;Details</b></p> <p>Unsubmitted Unsubmitted Submitted Submitted Approved Approved F</p> <table border="1"> <thead> <tr> <th>App.</th> <th>Emp. ID#</th> <th>Employee Name</th> <th>Hrs Worked</th> <th>Hrs Leave</th> <th>Hrs Worked</th> <th>Hrs Leave</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><b>12001</b></td> <td></td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table> <p>* An employee(s) name in red designates that the employee has reserved hours for some pay period approval. For more detail click on the employee ID.</p> <p>Edit Save Cancel Page Up Page Down</p>	App.	Emp. ID#	Employee Name	Hrs Worked	Hrs Leave	Hrs Worked	Hrs Leave	<input type="checkbox"/>	<b>12001</b>		0.00	0.00	0.00	0.00																																																																																																		
App.	Emp. ID#	Employee Name	Hrs Worked	Hrs Leave	Hrs Worked	Hrs Leave																																																																																																											
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2	<p>Click on the <b>Radio</b> button for the pay period desired in the <b>Overview</b> box. The time entry details for that pay period will be displayed in the <b>Details</b> box.</p>  <p><b>Time Entry Approval/Rejection-&gt;Overview</b></p> <p>FLSA PERIOD</p> <p><input checked="" type="radio"/> 12/01/2005-12/29/2005</p> <p>Menu New</p> <p><b>Time Entry Approval/Rejection-&gt;Details</b></p> <table border="1"> <thead> <tr> <th>Project</th> <th>Activity</th> <th>Sub Activity</th> <th>Hours Type</th> <th>Date</th> <th>Hours</th> <th>Scheduled Hours/Status</th> <th>Reject Hours</th> </tr> </thead> <tbody> <tr> <td>A1221</td> <td>555555</td> <td>5555</td> <td>1000</td> <td>12/02/2005</td> <td>8.00</td> <td>Record Submitted</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>12/02/2005</td> <td>8.00</td> <td>8.00</td> <td></td> </tr> <tr> <td>A1221</td> <td>555555</td> <td>5555</td> <td>1000</td> <td>12/05/2005</td> <td>8.00</td> <td>Record Submitted</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>12/05/2005</td> <td>8.00</td> <td>8.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>1000</td> <td>12/06/2005</td> <td>8.00</td> <td>Record Submitted</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>12/06/2005</td> <td>8.00</td> <td>8.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>1000</td> <td>12/07/2005</td> <td>8.00</td> <td>Record Submitted</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>12/07/2005</td> <td>8.00</td> <td>8.00</td> <td></td> </tr> <tr> <td>A1221</td> <td>555555</td> <td>5555</td> <td>1000</td> <td>12/08/2005</td> <td>8.00</td> <td>Record Submitted</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>12/08/2005</td> <td>8.00</td> <td>8.00</td> <td></td> </tr> <tr> <td>A1221</td> <td>555555</td> <td>5555</td> <td>1000</td> <td>12/09/2005</td> <td>8.00</td> <td>Record Submitted</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>12/09/2005</td> <td>8.00</td> <td>8.00</td> <td></td> </tr> <tr> <td>A1221</td> <td>555555</td> <td>5555</td> <td>1000</td> <td>12/12/2005</td> <td>8.00</td> <td>Record Submitted</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p><b>NOTE:</b> The current period is automatically selected upon entering the screen.</p>	Project	Activity	Sub Activity	Hours Type	Date	Hours	Scheduled Hours/Status	Reject Hours	A1221	555555	5555	1000	12/02/2005	8.00	Record Submitted	<input type="checkbox"/>					12/02/2005	8.00	8.00		A1221	555555	5555	1000	12/05/2005	8.00	Record Submitted	<input type="checkbox"/>					12/05/2005	8.00	8.00					1000	12/06/2005	8.00	Record Submitted	<input type="checkbox"/>					12/06/2005	8.00	8.00					1000	12/07/2005	8.00	Record Submitted	<input type="checkbox"/>					12/07/2005	8.00	8.00		A1221	555555	5555	1000	12/08/2005	8.00	Record Submitted	<input type="checkbox"/>					12/08/2005	8.00	8.00		A1221	555555	5555	1000	12/09/2005	8.00	Record Submitted	<input type="checkbox"/>					12/09/2005	8.00	8.00		A1221	555555	5555	1000	12/12/2005	8.00	Record Submitted	<input type="checkbox"/>
Project	Activity	Sub Activity	Hours Type	Date	Hours	Scheduled Hours/Status	Reject Hours																																																																																																										
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# Time Approval Process, Continued

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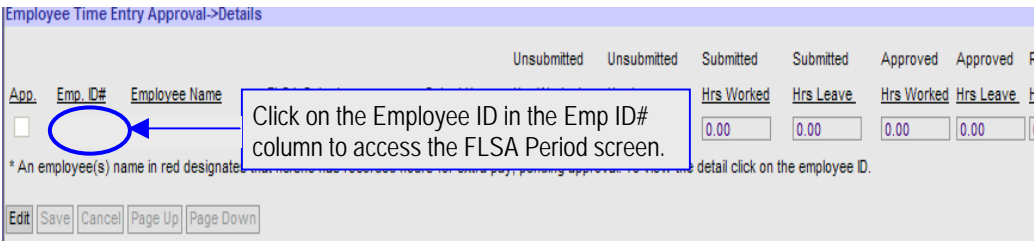
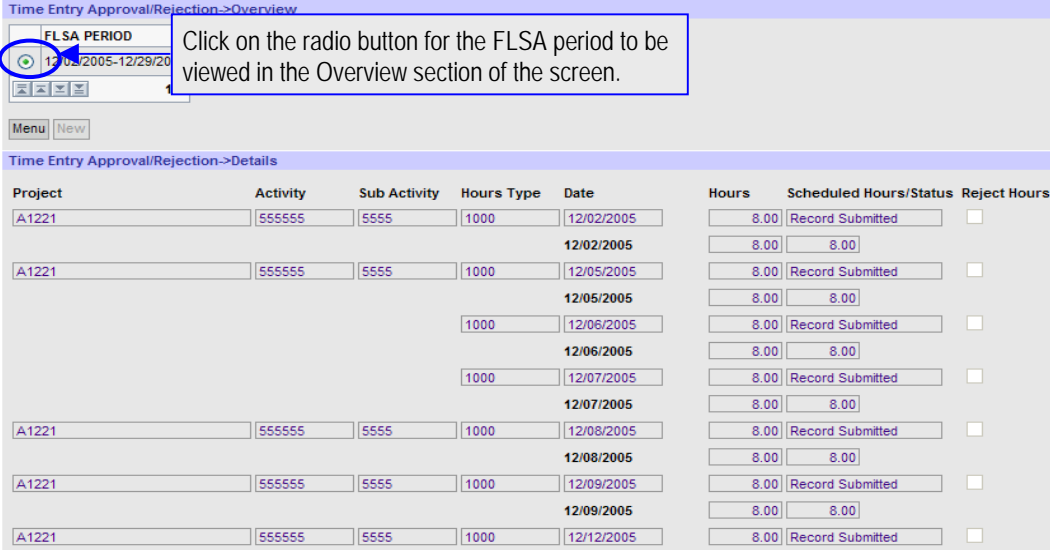


# Time Approval Process, Continued

## Rejecting Work/Leave Hours

Follow the steps below to reject hours on an employee's timesheet for a particular pay period.

**NOTE:** Refer to the Accessing the Screen procedures on the previous pages for information on how to navigate to this screen.

Step	Action
1	<p>Click on the <b>Employee ID</b> desired in the <b>Details</b> box. The Time Entry Approval/Rejection screen will be displayed.</p> 
2	<p>Click on the <b>Radio</b> button for the pay period desired in the <b>Overview</b> box. The time entry details for that pay period will be displayed in the <b>Details</b> box.</p>  <p><b>NOTE:</b> The current period is automatically selected upon entering the screen.</p>

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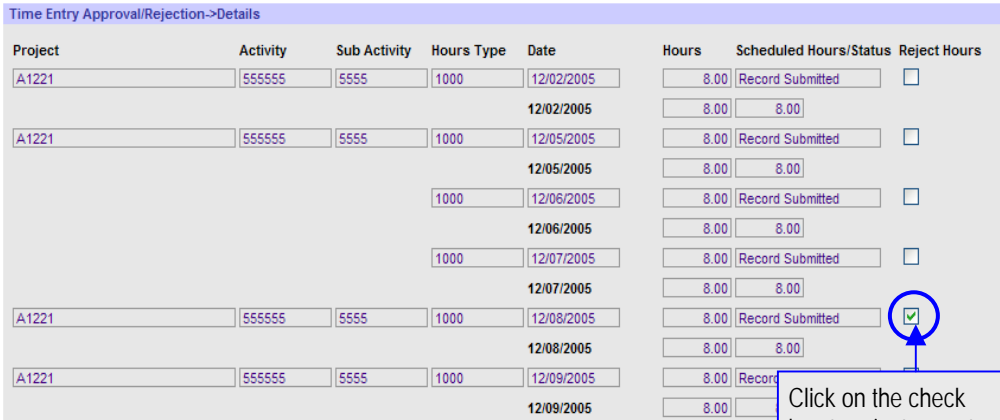
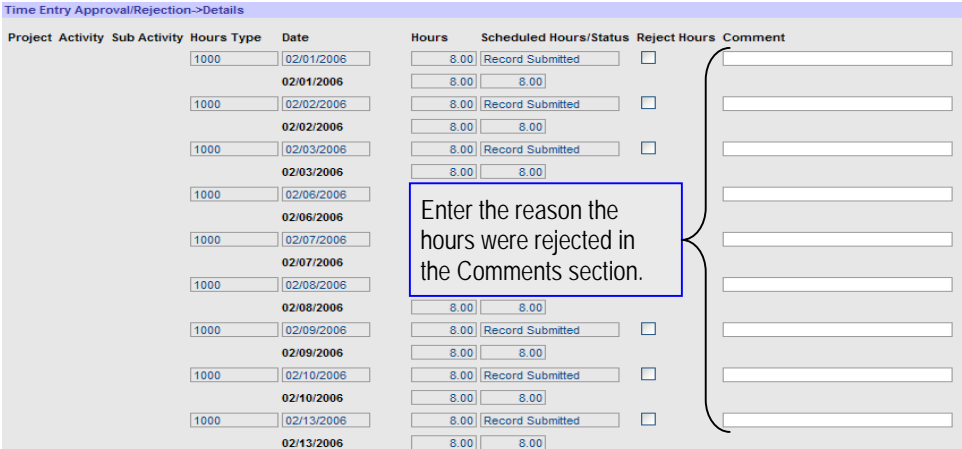
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3	<p>Click on the <b>Edit</b> button on the <b>Time Entry Approval/Rejection Details</b> section of the screen. The check boxes under the Reject Hours column will “open” for each entry.</p> <p><b>Time Entry Approval/Rejection-&gt;Details</b></p> <table border="1"> <thead> <tr> <th>Project</th> <th>Activity</th> <th>Sub Activity</th> <th>Hours Type</th> <th>Date</th> <th>Hours</th> <th>Scheduled Hours/Status</th> <th>Reject Hours</th> </tr> </thead> <tbody> <tr> <td>A1221</td> <td>555555</td> <td>5555</td> <td>1000</td> <td>12/02/2005</td> <td>8.00</td> <td>Record Submitted</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>12/02/2005</td> <td>8.00</td> <td>8.00</td> <td></td> </tr> <tr> <td>A1221</td> <td>555555</td> <td>5555</td> <td>1000</td> <td>12/05/2005</td> <td>8.00</td> <td>Record Submitted</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>12/05/2005</td> <td>8.00</td> <td>8.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>1000</td> <td>12/06/2005</td> <td>8.00</td> <td>Record 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Hours	A1221	555555	5555	1000	12/02/2005	8.00	Record Submitted	<input type="checkbox"/>					12/02/2005	8.00	8.00		A1221	555555	5555	1000	12/05/2005	8.00	Record Submitted	<input type="checkbox"/>					12/05/2005	8.00	8.00					1000	12/06/2005	8.00	Record Submitted	<input type="checkbox"/>					12/06/2005	8.00	8.00					1000	12/07/2005	8.00	Record Submitted	<input type="checkbox"/>					12/07/2005	8.00	8.00		A1221	555555	5555	1000	12/08/2005	8.00	Record Submitted	<input type="checkbox"/>					12/08/2005	8.00	8.00		A1221	555555	5555	1000	12/09/2005	8.00	Record Submitted	<input type="checkbox"/>					12/09/2005	8.00	8.00		A1221	555555	5555	1000	12/12/2005	8.00	Record Submitted	<input type="checkbox"/>					12/12/2005	8.00	8.00					1000	12/13/2005	8.00	Record Submitted	<input type="checkbox"/>					12/13/2005	8.00	8.00					1000	12/14/2005	8.00	Record Submitted	<input type="checkbox"/>					12/14/2005	8.00	8.00		A1221	555555	5555	1000	12/15/2005	8.00	Record Submitted	<input 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# Time Approval Process, Continued

Step	Action
4	<p>Click on the <b>check box</b> next to each entry to be rejected. A green check mark will display in the check box.</p>  <p>Click on the check box to reject an entry.</p>
5	<p>Enter the reason (up to 35 characters) the hours are being rejected in the <b>Comments</b> field.</p>  <p><b>NOTE:</b> Information entered into the Comments field will also display in the Comments field on the Employee Time Entry screen.</p>

Continued on next page



## Time Approval Process, Continued

Step	Action																																																							
6	<p>Click on the <b>Reject Entries</b> button. All “checked” entries will be rejected.</p> <table border="1"><tbody><tr><td>1000</td><td>12/23/2005</td><td>8.00</td><td>Record Submitted</td><td><input type="checkbox"/></td></tr><tr><td></td><td>12/23/2005</td><td>8.00</td><td>8.00</td><td></td></tr><tr><td>1005</td><td>12/26/2005</td><td>24.00</td><td>Record Submitted</td><td><input type="checkbox"/></td></tr><tr><td></td><td>12/26/2005</td><td>24.00</td><td>8.00</td><td></td></tr><tr><td>1000</td><td>12/27/2005</td><td>8.00</td><td>Record Submitted</td><td><input checked="" type="checkbox"/></td></tr><tr><td></td><td>12/27/2005</td><td>8.00</td><td>8.00</td><td></td></tr><tr><td>1000</td><td>12/28/2005</td><td>8.00</td><td>Record Submitted</td><td><input checked="" type="checkbox"/></td></tr><tr><td></td><td>12/28/2005</td><td>8.00</td><td>8.00</td><td></td></tr><tr><td>1000</td><td>12/29/2005</td><td>8.00</td><td>Record Submitted</td><td><input type="checkbox"/></td></tr><tr><td></td><td>12/29/2005</td><td>8.00</td><td>8.00</td><td></td></tr><tr><td colspan="2"><b>Total</b></td><td>176.00</td><td>160.00</td><td></td></tr></tbody></table> <p>NOTE: The employee will receive an Alert that hours were rejected.</p>	1000	12/23/2005	8.00	Record Submitted	<input type="checkbox"/>		12/23/2005	8.00	8.00		1005	12/26/2005	24.00	Record Submitted	<input type="checkbox"/>		12/26/2005	24.00	8.00		1000	12/27/2005	8.00	Record Submitted	<input checked="" type="checkbox"/>		12/27/2005	8.00	8.00		1000	12/28/2005	8.00	Record Submitted	<input checked="" type="checkbox"/>		12/28/2005	8.00	8.00		1000	12/29/2005	8.00	Record Submitted	<input type="checkbox"/>		12/29/2005	8.00	8.00		<b>Total</b>		176.00	160.00	
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7	<p>Click on the <b>Time Approval</b> button. The Employee Time Entry Approval screen will be displayed.</p> <table border="1"><tbody><tr><td>1000</td><td>12/23/2005</td><td>8.00</td><td>Record Submitted</td><td><input type="checkbox"/></td></tr><tr><td></td><td>12/23/2005</td><td>8.00</td><td>8.00</td><td></td></tr><tr><td>1005</td><td>12/26/2005</td><td>24.00</td><td>Record Submitted</td><td><input type="checkbox"/></td></tr><tr><td></td><td>12/26/2005</td><td>24.00</td><td>8.00</td><td></td></tr><tr><td>1000</td><td>12/27/2005</td><td>8.00</td><td>Record Rejected</td><td><input type="checkbox"/></td></tr><tr><td></td><td>12/27/2005</td><td>8.00</td><td>8.00</td><td></td></tr><tr><td>1000</td><td>12/28/2005</td><td>8.00</td><td>Record Rejected</td><td><input type="checkbox"/></td></tr><tr><td></td><td>12/28/2005</td><td>8.00</td><td>8.00</td><td></td></tr><tr><td>1000</td><td>12/29/2005</td><td>8.00</td><td>Record Submitted</td><td><input type="checkbox"/></td></tr><tr><td></td><td>12/29/2005</td><td>8.00</td><td>8.00</td><td></td></tr><tr><td colspan="2"><b>Total</b></td><td>160.00</td><td>160.00</td><td></td></tr></tbody></table>	1000	12/23/2005	8.00	Record Submitted	<input type="checkbox"/>		12/23/2005	8.00	8.00		1005	12/26/2005	24.00	Record Submitted	<input type="checkbox"/>		12/26/2005	24.00	8.00		1000	12/27/2005	8.00	Record Rejected	<input type="checkbox"/>		12/27/2005	8.00	8.00		1000	12/28/2005	8.00	Record Rejected	<input type="checkbox"/>		12/28/2005	8.00	8.00		1000	12/29/2005	8.00	Record Submitted	<input type="checkbox"/>		12/29/2005	8.00	8.00		<b>Total</b>		160.00	160.00	
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