

# SSB9 for Timesheet Superuser Approvers

# To Approve Timesheets



[Employee Dashboard](#)

## Employee Dashboard

[My Profile](#)

### Leave Balances as of 08/21/2023

Vacation Pay in hours	324.31	Sick Pay in hours	901.60	Personal Pay in hours	22.50
College Closure Days in hours	40.00	Compensatory Time in hours	17.51	Seniority Level in hours	89.05

[Full Leave Balance Information](#)

### Pay Information

Latest Pay Stub: 08/10/2023

[All Pay Stubs](#)

[Deductions History](#)

Earnings

Benefits

Taxes

Job Summary

Employee Summary

### My Activities

[Enter Time](#)

[Approve Time](#)

[Salary Planner](#)

[Labor Redistribution](#)

[Pay Stub Administrator](#)

[Benefits Administrator](#)

[Campus Directory](#)

[Employee Menu](#)

To approve timesheets click Approve Time under My Activities



# To Approve Timesheets

## Approvals - Timesheet

Proxy Super User

Approvals Timesheet

Timesheet

All Departments


All Status except Not Started

Enter ID/Name

Click Proxy Super User



# To Approve Timesheets

 Lane Community College

Employee Dashboard • Proxy or Super User

Fleming, Robin E.

You are acting as a Superuser for Time Entry Approvals

Proxy or Superuser

Application Selection

Time & Leave Approvals

Act as a Superuser

Act as Time Entry Approvals Superuser  
 Act as Leave Request Approvals Superuser

Act as a Proxy for

Self -Fleming, Robin E. - [Human Resources]

Existing Proxies

Add a new proxy

Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

No records found

Navigate to Time & Leave Approvals application

1. Make sure Act as Time Entry Approvals Superuser is checked

2. Then click Navigate to Time & Leave Approvals application box

# To Approve Timesheets

**Lane Community College** | Fleming, Robin E. | Proxy Super User | Reports

Employee Dashboard • Time Entry Approvals

## Approvals - Timesheet

Select current pay period for approval

Timesheet | 10/01/2023 - 10/15/2023 (2023 SM 20) | All Departments | All Status except Not Started | Enter ID/Name

### Distribution Status Report - Timesheet

Status	Count
Pending	532
In Progress	8
Returned	2
Error	2
Approved	592
Completed	0
Cancelled	0

Select a status

Select a Time Sheet Org / department

Pending 532

Employee Name	ID	Organization	Hours/Units
<input type="checkbox"/> Maleki, Mohammad PT Credit Instructor, F16018-00	L00000049	L-641200, Transfer	4.00 Hours
<input type="checkbox"/> Little, Ronald K.	L00000029	L-641200, Transfer	

# To Approve Timesheets

**Lane Community College** | Fleming, Robin E. | 1

[Employee Dashboard](#) • [Time Entry Approvals](#)

## Approvals - Timesheet

Proxy Super User | Reports  
You are acting as a Superuser for Time Entry Approvals

Approvals | Timesheet

Timesheet | 10/01/2023 - 10/15/2023 (2023 SM 20) | L-130008, HR Administration - General | All Status except Not Started | Enter ID/Name

### Distribution Status Report - Timesheet

Status	Count
Pending	0
In Progress	1
Returned	0
Error	0
Approved	10
Completed	0
Cancelled	0

The bar graph will show the status of all timesheets in the TS org / department. Clicking on the colored bars will bring up all the timesheets with that status. Pay attention to Pending, In Progress, Returned, and Error as these need to be resolved.

Pending 0

In Progress 1

Employee Name	ID	Organization	Hours/Units
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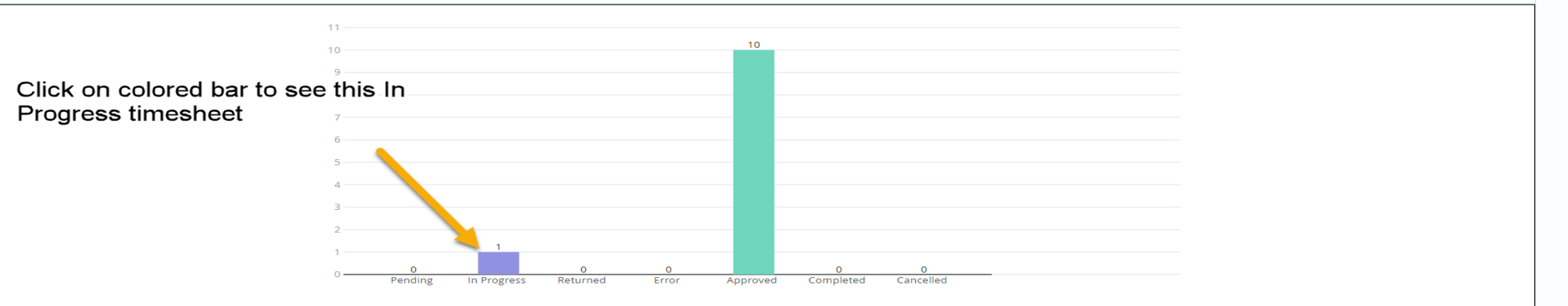
# To Approve Timesheets

## Approvals - Timesheet

Approvals Timesheet

Timesheet

### Distribution Status Report - Timesheet



Pending 0

In Progress 1

Employee Name	ID	Organization	Hours/Units
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# Timesheet Approval

## Approvals - Timesheet

Approvals Timesheet

Timesheet

All Departments

08/16/2023 - 08/31/2023 (2023 SM 17)

Pending - Pending

Enter ID/Name

Pending 1

Employee Name

ID

Organization

Hours/Units

Fleming, Robin E.  
HR Analyst 2, C13042-00

L00258481

L-150505, Payroll - General

16.00 Hours



To approve timesheets, click on the 3 vertical dot Action Menu and then click Preview

Results found: 1



# Timesheet Approval



## Timesheet Detail Summary

L00258481, Fleming, Robin E.

HR Analyst 2, C13042-00, L, 150505, Payroll - General

Pay Period: 08/16/2023 - 08/31/2023 | 16.00 Hours | **Pending** Submitted On 08/21/2023, 11:42 AM

Time Entry Detail			
Date	Earn Code	Shift	Total
08/18/2023	NCD, College Closure Days	1	8.00 Hours
08/25/2023	NCD, College Closure Days	1	8.00 Hours

Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
NCD, College Closure Days	1	8.00	8.00		16.00 Hours
<b>Total Hours</b>		8.00	8.00		

Routing and Status	
Name	Action
	Originated On 08/21/2023, 10:39 AM by Fleming, Robin E.
	Submitted On 08/21/2023, 11:42 AM by Fleming, Robin E.
	Approve by 09/05/2023, 12:00 AM
Fleming, Robin E.	Pending Approval
Grogan, Aneita	In the Queue
Turner, Michael S.	In the Queue

Click on the Approve button or Return for correction if sending back the timesheet for Employee correction prior to the cutoff time



Comment (Optional):

Add Comment