Approving Timesheets in MyPortal
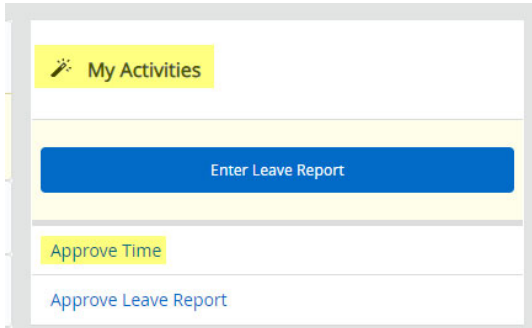
1. Log in to MyPortal
2. Select the Employee Dashboard Tile
3. Click on "Approve Time" located under "My Activities"

4. Select the appropriate time-period from the drop-down list. If you approve for more than one department, you can leave the selection as the default "All Departments" or select individual departments from the drop-down menu.
   - Additional filters are available by timesheet status, employee CWID or employee name

5. Select the employee to approve from the Pending queue by clicking on their position name/title. Timesheets must be opened to be approved. Mass approvals are not allowed.

6. Review the timesheet for possible errors, such as missing days/hours, excessive hours worked, AM/PM issues (selecting the wrong one), etc.
   - SSB9 provides a Summary section by week. This is helpful to identify missing hours and potential overtime.

7. Should a timesheet need to be returned to the employee, a **comment is required**. Enter a description of what is needed. This will also assist the Payroll Office in identifying who returned the timesheet and the reason. After entering the comment, click on "Return for Correction".

8. If you need to make changes to your employee's timesheet, click on "Details".
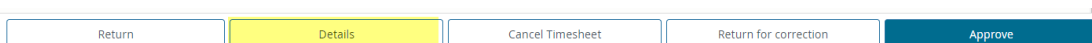
You can edit an existing entry by selecting the pencil icon. Be sure to click "Save" to save your changes.

You can also add time by clicking on the day, selecting the earn code from the drop-down menu and entering the starting and ending time. Be sure to click "Save" to save your changes.

9. Click on the "Approve" button.

The timesheet will move to the "Approved" section of the dashboard.

To return to the previous menu – click on the "Return" button.