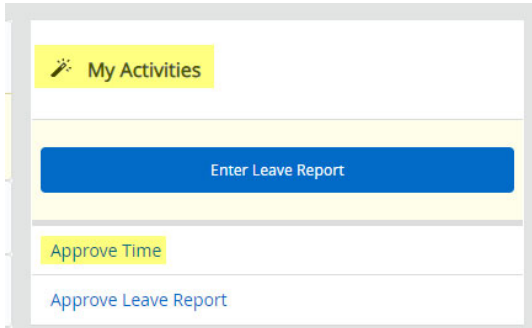


Approving Timesheets in MyPortal

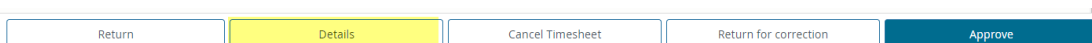
1. Log in to MyPortal
2. Select the Employee Dashboard Tile
3. Click on “Approve Time” located under “My Activities”



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”.

A screenshot of the comment field and action buttons. The comment field is titled 'Comment (Optional):' and contains the text 'Missing hours on Monday, May 31st.'. Below the field, there is a character count '1965 characters remaining' and a checkbox for 'Confidential Comment'. At the bottom, there are five buttons: 'Return', 'Details', 'Cancel Timesheet', 'Return for correction', and 'Approve'.

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.

05/16/2022 - 05/31/2022 15.50 Hours Pending Submitted On 05/17/2022, 10:38 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
15	4.75 Hours	4.75 Hours	5.50 Hours			

Student Non-Work Study 12:00 PM - 05:15 PM 5.25 Hours

Add More Time

Total: 5.25 Hours Account Distribution

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.

05/16/2022 - 05/31/2022 15.50 Hours Pending 5

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
15	5.25 Hours	4.75 Hours	5.50 Hours	19	2

Add Earn Code

Earn Code Student Non-Work Study Start Time* hh:mm a End Time* hh:mm a Hours 0.00

Add More Time

9. Click on the “Approve” button.

Return Details Cancel Timesheet Return for correction Approve

The timesheet will move to the “Approved” section of the dashboard.

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