

NSU WEB TIME APPROVAL

Step by Step Guide to Approving Electronic Time Sheets

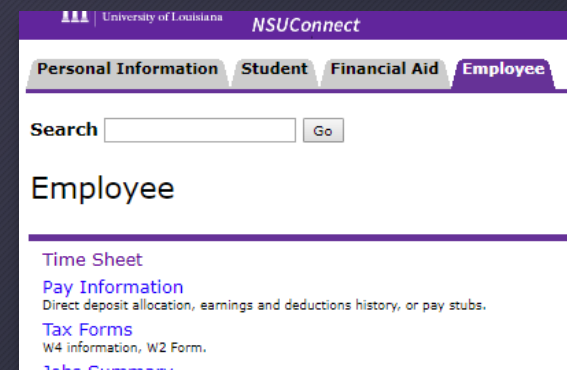
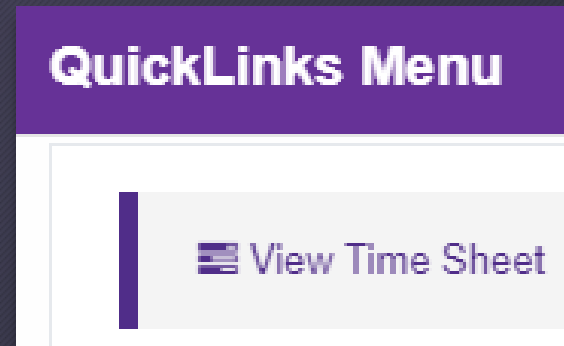
Approvers

Approver Responsibilities

Verify	Verify all hours entered and/or leave taken to ensure any necessary corrections are made prior to approving time.
Notify	Notify the employee when a web timesheet is returned for corrections.
Approve	Approve the employee's web time entry for every pay period.
Submit Documents to Payroll	Submit all time entry documentation to the Payroll department after approving time. This includes all Request for Leave document including any backup documentation and all Compensatory/Overtime Earned documents.

How Do I Access Web Time Sheets to Approve

1. Log into [myNSU](#) to access Employee Time Sheet listed in the QuickLinks Menu as “View Time Sheet”.
2. Located on the Employee tab - Click on the “Time Sheet” link.



Access Web Time Sheets to Approve

Time Reporting Selection - Selection Criteria

1. Choose “Approve or Acknowledge Time”
2. Click the “Act as Proxy” (*if applicable*), to select the Approver you are Proxy for.
3. Click Select

Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

Select

Approver Selection

1. Choose the appropriate Payroll Period from the drop-down menu.
2. Click the Select button

NOTE: This will bring up all employee's timesheets for which you are the approver and the status of each timesheet.

Approver Selection

Time Sheet

Department and Description	My Choice	Pay Period
N, 311111, Business Affairs	<input checked="" type="radio"/>	BW, Sep 26, 2016 to Oct 09, 2016

Sort Order

My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

Select

Review & Approve Employee's Time Sheet

1. Select a time sheet from the Pending Category

2. Review the Time Sheet

3. Approve Time Sheet:

- ✓ Time Sheet Requires NO Corrections
 - a. Click Approve
 - b. Repeat for all employees

OR Return for Correction:

- ✗ Time Sheet Requires Corrections
 - a. Click Return for Correction.
 - b. Notify the employee indicating the reason for the return.
 - c. Employee will need to correct and resubmit

All Records Approved

Once the record(s) have been Approved/Acknowledged, the following message will display:

Department Summary

Select the employee's name to access additional details.

4 record(s) have been Approved/Acknowledged.

COA:	N, Northwestern State University of LA
Department:	311111, Business Affairs
Pay Period:	Sep 12, 2016 to Sep 25, 2016
Act as Proxy:	Not Applicable
Pay Period Time Entry Status:	Open until Oct 01, 2016, 03:00 PM