## Supervisor Time Approval & Submission

When an employee submits their time sheet they should see the following confirmation.

≡ ükg	01:32 PM (CDT)					_					Search	
MyTime > Timesheet >	Current Tin	nesheet									(j)	)
Time Entry E	xceptions	Calc Detail	Calc Su	nmary	Counters	Summary B	y Day					
					2.00 hrs Raw Total	2.00 hr Calc. Total	s					
✓ Date		From	То		Raw Total	Calc. Total	In Date	Job	Notes			
> SUN Jul 23	+				0.00 hrs	0.00 hrs		<u></u>				
> MON Jul 24	+						(~	Completed	ad .			
> TUE Jul 25	+							rimesneet submitte	20			
> WED Jul 26	+								ОК			
> THU Jul 27	+											
> FRI Jul 28	+											
> SAT Jul 29	+											
> SUN Jul 30	+											
> MON Jul 31	+											
> TUE Aug 1	+											
> WED Aug 2	+											
Y THU Aug 3		07:00 am	08:00	am @	1.00	1.00	THU Aug 3	WSFFINAD				
No Schedule	+				1.00 hrs	1.00 hrs						
Y FRI Aug 4		07:00 am	08:00	am 🖓	1.00	1.00	FRI Aug 4	WSFRESLF				
No Schedule	+				1.00 hrs	1.00 hrs						
SAT AND 5	4				0.00 brc	0.00 ber						

Next you will receive an email notifying you that the time entries are ready for approval. <u>Log in to UKG</u> and select Workforce Management from the left-hand menu (this is under the Myself tab option).

	* ×	Cornell College
• • • •	<b>\$</b>	
Myself	:	
Q Search		
Personal	~	
My Company	~	
Jobs	~	
My Onboarding		
Career & Education	~	
Career Development	~	
UKG Pro Learning		
Рау	~	
Giving	_	
Workforce Management		
Benefits	~	
Open Enrollment		

In Workforce Management, you will see that you have items in your "bell" icon in the upper right corner.

E UKG (MARAN KIG)	Cornel College	Search Q. C	
LE Welcome back, Lisa Home My Dashboard Team Time Accusals Schedule			
Start			

Click on the bell icon and Approve/Reject Time Entries will display. Select "Approve Time Entries" on the right side.

≡ <b>じKG</b> 01:33 PM (CDT)					Search	۵ 🦂 و
My To Do Items 1 My Notifications 57						
← My To Do Items						Reject Approve
✓ Page 1 of 1 → 1 - 1 of 1 Rows						
Select all (0/0) Saved: [System] -						<b>T</b> (0) •••
Approve/Reject Time Entries Created 09/28/2023 01:32 pm	Approve/Reject Time Entr	ies				
						😨 Approve Time Entries
	Manager 1	Lisa Evans	Division	Academic & Student Affair	Class ID	Student Workers
	Department	Business Services	Job	F - Business Services	Project	Part Time
	Location	Iowa Cornell Campus	Pay Group	Student Pay Group		
	Created	09/28/2023 01:32 pm	Timesheets Pending Ti	ime Entry Approval 1		

The next screen shows all the time entries that you can approve. To view the time entries, click on the sheet icon next to the Employee ID Number. After reviewing the time entries, use the back arrow next to "Timesheet Edit" in the upper left corner to return to the approve/submit screen.

Select any/all time entries that are ready for approval. (Click individually to select or use the box at the top to select all.) Click the Approve button.

≣ UI	KG 01:35 PM (CDT)									Search	٩	) 🤌 (	JG
Time > Times	Time > Timesheets									Approv	re Reject	Submit	
Page	1 of1 → 1-1of	Rows Saved: [Syste	em ] 💌								<b>T</b> (0)	•	•••
	Employee Id 🛛 👻	First Name 👻	Last Name 🔶 🔻	Employee EIN 🔹	Status 🔻	Date 👻	Notes 🔻	Division Full Path 👻	Class ID Full Path 👻	Department Full Path 🔹	Org Level 4 Full Path	*	
	starts with 💌	starts with 🔻	starts with 💌	starts with 🛛 🔻	starts w 🔻	ΞΨ		starts with 💌	starts with 💌	starts with 💌	starts with	• 5	>
												0	•
	100476543	Bugs	Bunny	CORN	New	08/04/2023	p i i i i i i i i i i i i i i i i i i i	Academic & Student Affair	Student Workers	Business Services			
Page lotar													

Approval will be confirmed at the top of the page. The final step is to submit the time entries, select any/all time entries and click the Submit button.

≡ Uk	G 01:35 PM (CDT)									Search		۹ 🧳	ور ا
Time > Timesł	neets												
← Appro	ove Time Entries									Approv	re Reject	Subr	nit
<ul> <li>Page</li> </ul>	1 of1 → 1-1of1	Rows Saved: [Syste	m] 🕶								Ţ	(0) 🗎 🕶	
	Employee Id 🛛 👻	First Name 🛛 👻	Last Name ↑ 💌	Employee EIN 🔹	Status 👻	Date 👻	Notes 👻	Division Full Path 👻	Class ID Full Path 👻	Department Full Path 🔹	Org Level 4 Full Pat	h 👻	
	starts with 💌	starts with 💌	starts with 💌	starts with 💌	starts w 💌	= <b>v</b>		starts with 💌	starts with 💌	starts with	starts with	•	C
							<u> </u>						8
	100476543	Bugs	Bunny	CORN	New	08/04/2023	<u></u>	Academic & Student Affair	Student Workers	Business Services			
Page Total													

The time entries are now removed from your view indicating submission is complete.

	Search	ي 😤 د
Time > Timesheets		
← Approve Time Entries	Approv	e Reject <mark>Submit</mark>
< Page 1 of 1 > 0 Rows Saved: [System] -		<b>▼</b> (0)
Employee Id 🔻 First Name 👻 Last Name 🕆 🔹 Employee EIN 💌 Status 💌 Date 💌 Notes 💌 Division Full Path 💌 Class ID Full Path 💌	Department Full Path 🔹	Org Level 4 Full Path 👻
starts with     star	starts with 💌	starts with 💌 🖱
		8
No Data to Display		

Questions? Email payroll@cornellcollege.edu