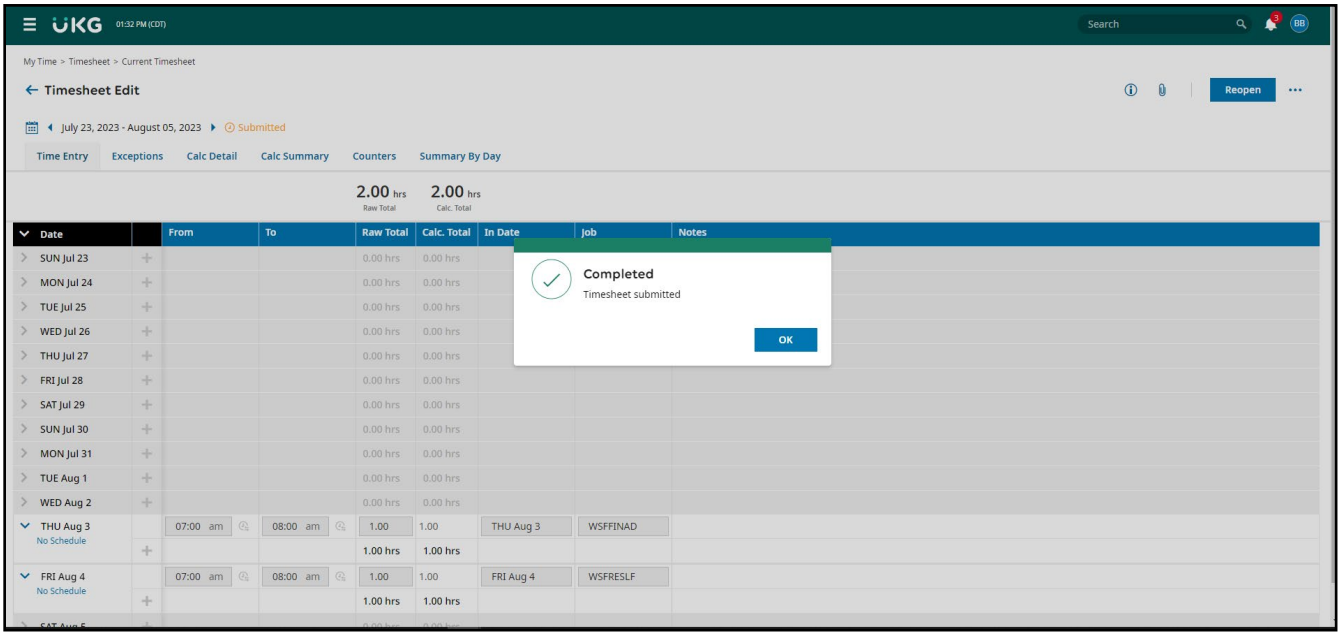
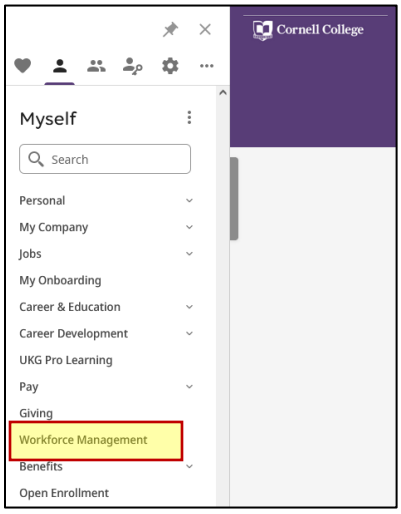
Supervisor Time Approval & Submission

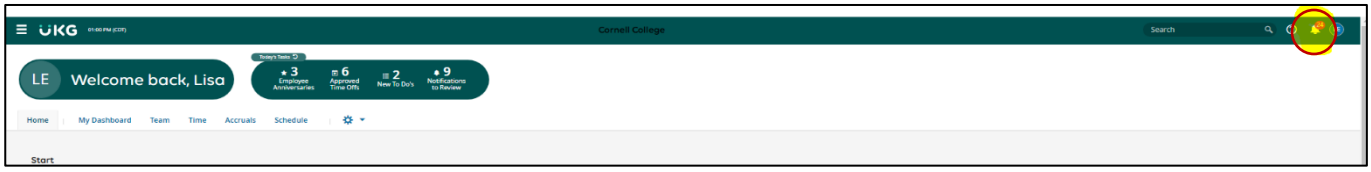
When an employee submits their time sheet they should see the following confirmation.



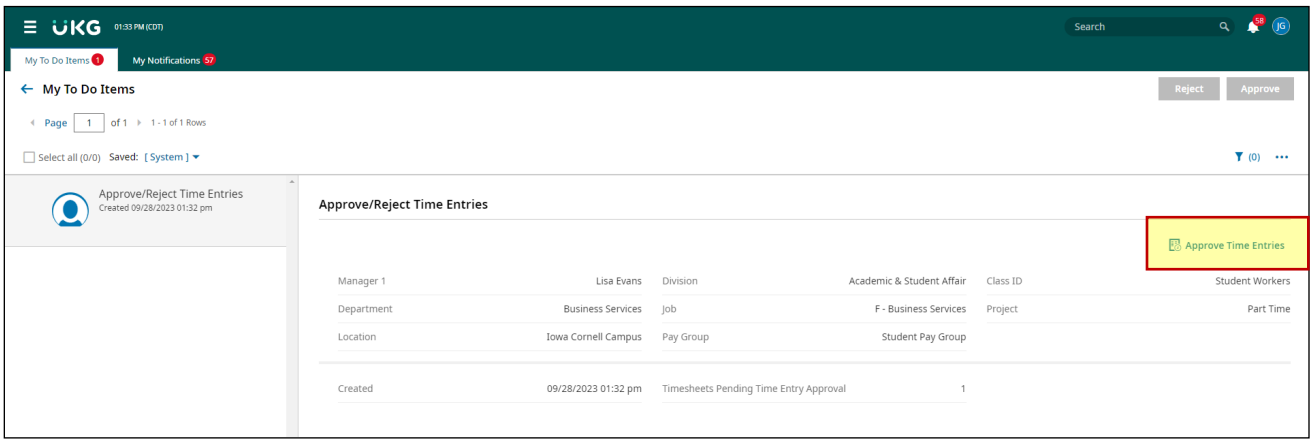
Next you will receive an email notifying you that the time entries are ready for approval. Log in to UKG and select Workforce Management from the left-hand menu (this is under the Myself tab option).



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

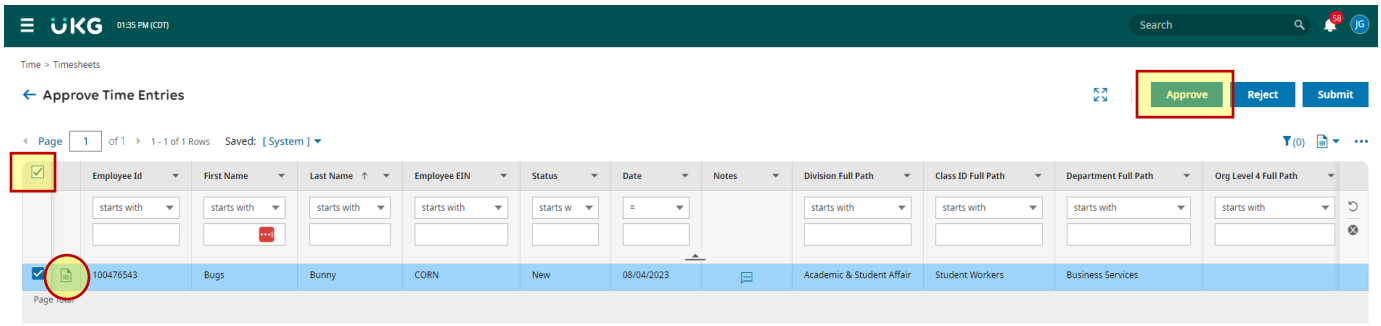


Click on the bell icon and Approve/Reject Time Entries will display. Select “Approve Time Entries” on the right side.

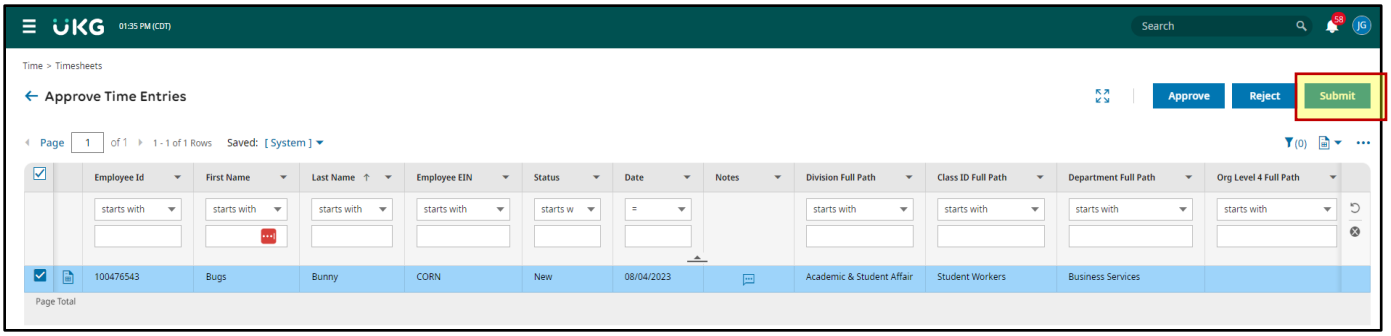


The next screen shows all the time entries that you can approve. To view the time entries, click on the sheet icon next to the Employee ID Number. After reviewing the time entries, use the back arrow next to “Timesheet Edit” in the upper left corner to return to the approve/submit screen.

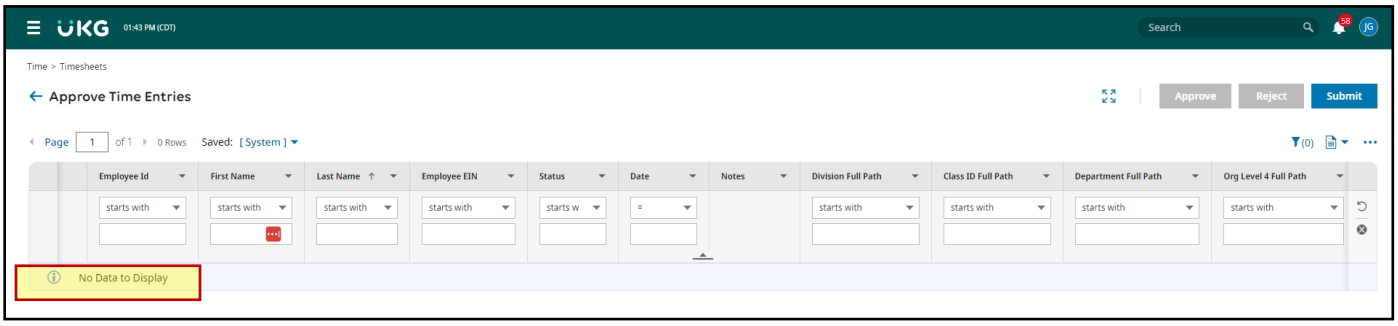
Select any/all time entries that are ready for approval. (Click individually to select or use the box at the top to select all.) Click the Approve button.



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.



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



Questions? Email payroll@cornellcollege.edu