

Approving Employee Timesheets

As a supervisor, you can use the Attendance Summary page (My Team > Time Management > Attendance > Summary) to review regular hours and overtime hours for the employees listed. You can also drill down on an employee's name to view the details of his/her timesheet. In addition, you can approve timesheets individually from the timesheet as well as approve timesheets individually or as a group from the Summary page.

To navigate to Time Management:

1. From the main navigation menu, hover mouse over the My Team icon to display the available sections and links.
2. From the expanded navigation menu, select Time Management.

The Time Management categories appear on a new page.

To approve employee timesheets:

1. Select the Attendance category. The Attendance category appears with the Summary page selected.
2. From the Summary page, verify the regular (Reg. Hr) and overtime (OT) hours for the pay period.

You can approve timesheets directly from the Attendance Summary page:

- By changing the Timesheet Status for each employee
- By selecting Approve this Page. The Timesheet Status field changes to Approved for all timesheets on the page.

Note:

Approval is only granted to timesheets displayed on the current page when using the Approve this Page feature.

Opened Timesheets: 1		Save	Approve this Page				
ID	NAME	Sch.Hr	Reg.Hr	OT	Timesheet Status		
400100026-ABRQX	Malik, Jamal	32.00	37.50	0.00	<div style="border: 1px solid black; padding: 2px;"> APPROVED OPEN SUBMIT APPROVED </div>		
1							

3. In the Name column, select an employee's name.

Summary

Pay Cycle: Weekly, starting Mon Date Selection: Current Pay Period From: 02/25/2013 To: 03/03/2013 Last updated: Wednesday, 02/27/2013 9:20 PM Update Update Schedules

Group / Filter By: Pay Group COHRVM [Corp Hourly Wkly] Employee Search Go

Status Filter: All Active Only

Unopened Timesheets: 4 Open all timesheets

Opened Timesheets: 1 Save Approve this Page

ID	NAME	Sch. Hr	Reg. Hr	OT	Timesheet Status
400100026-ABRQX	Malik, Jamal	32.00	37.50	0.00	SUBMIT

The detailed view of the employee's timesheet appears. You can review the timesheet details, make corrections, and approve the timesheet from the detailed view of the timesheet.

Timesheet

Save Add Delete Undo Recalculate Multi Add Insert/Repost Approve

Pay Cycle: Weekly, starting Mon Date Selection: Current Pay Period From: 02/25/2013 To: 03/03/2013

Malik, Jamal - 400100026-ABRQX Go to Schedule

Location: LA Job: HELPSK2 Pay Policy: 2 Shift Number: 3 Pay Category: 1 Holiday Rule: 1

Date	PayCode	In	Out	Reg	OT	Notes	Audit	Schedule
Mon 02/25/2013	0[WORK HOURS]	08:30AM	04:30PM	7.50	0.00			09:00-17:30
Tue 02/26/2013	0[WORK HOURS]	08:30AM	04:30PM	7.50	0.00			09:00-17:30
Wed 02/27/2013	0[WORK HOURS]	09:00AM	05:00PM	7.50	0.00			09:00-17:30
Thu 02/28/2013	0[WORK HOURS]	09:00AM	05:00PM	7.50	0.00			09:00-17:30
Fri 03/01/2013	0[WORK HOURS]	09:00AM	05:00PM	7.50	0.00			09:00-17:30

4. Select Approve. The Timesheet Status changes from Submit to Approved.

Timesheet

Timesheet Status: APPROVED

Pay Cycle: Weekly, starting Mon Date Selection: Current Pay Period From: 02/25/2013 To: 03/03/2013

Malik, Jamal - 400100026-ABRQX Go to Schedule

Location: LA Job: HELPSK2 Pay Policy: 2 Shift Number: 3 Pay Category: 1 Holiday Rule: 1

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