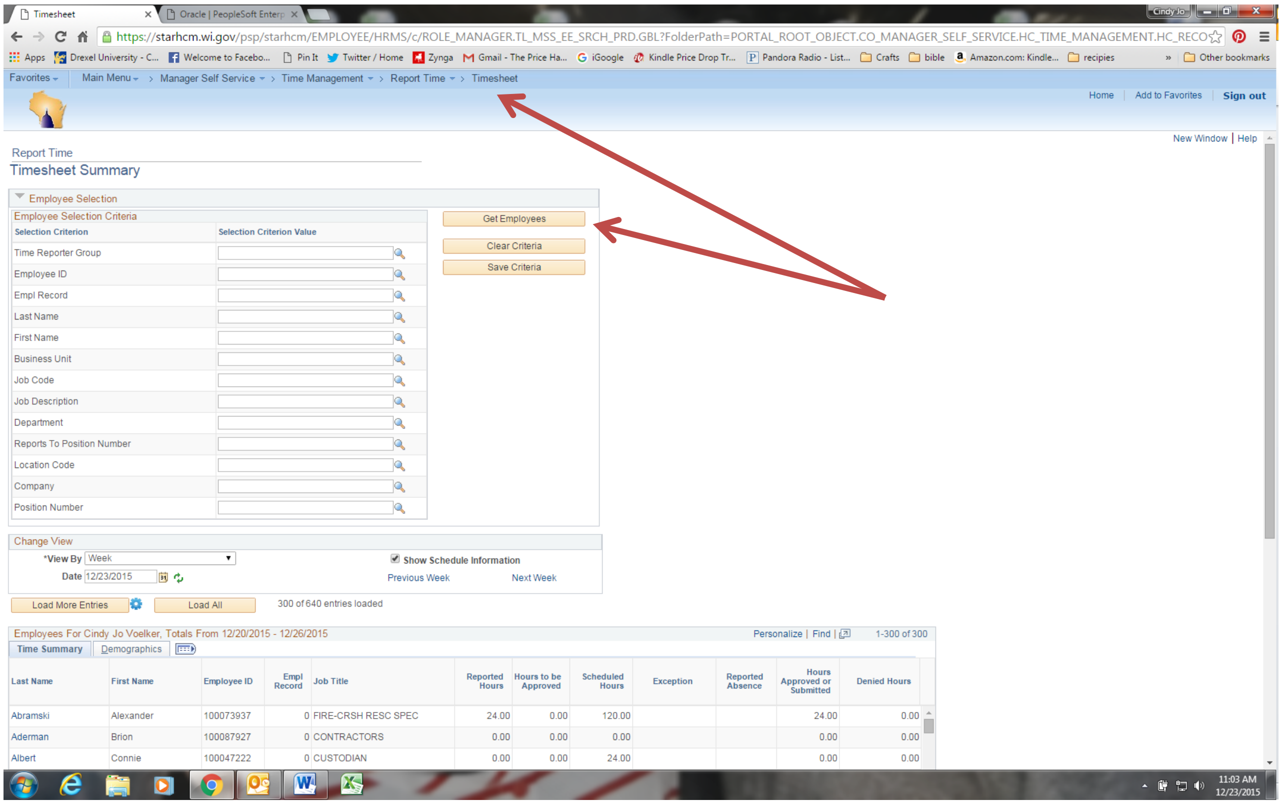
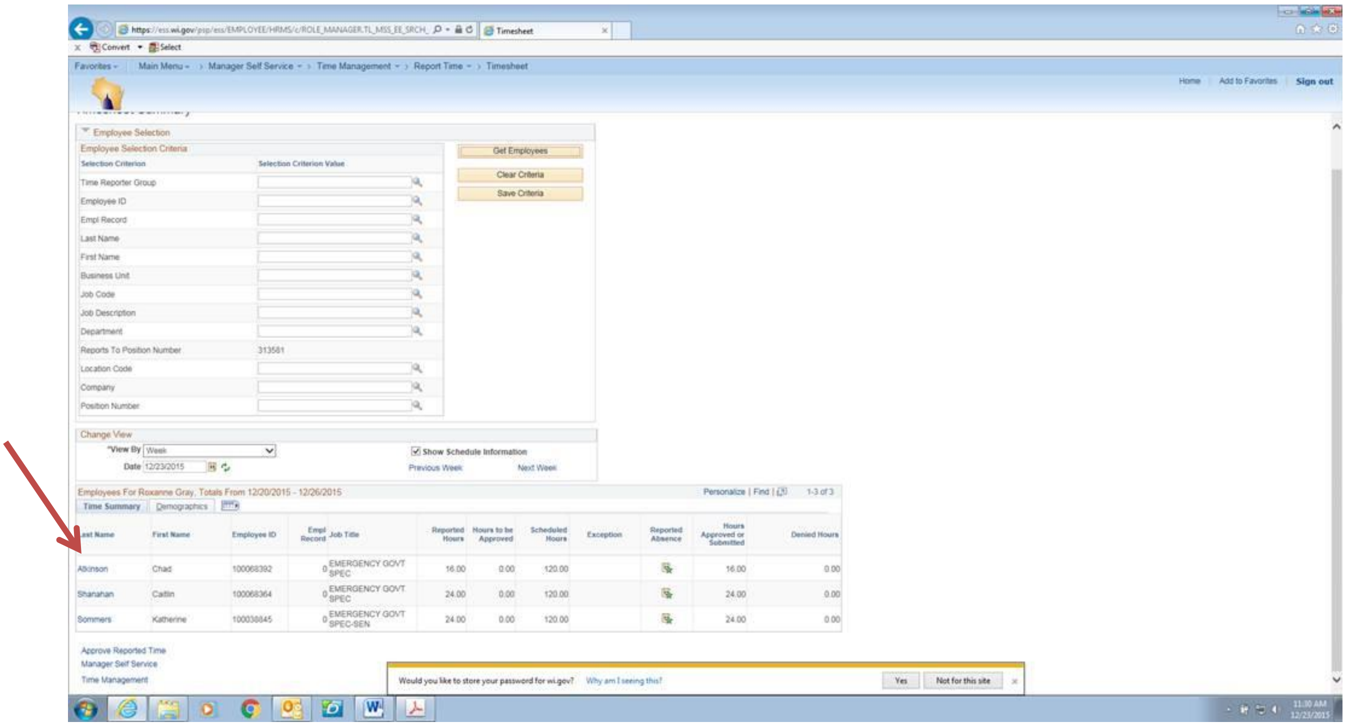
# Flow Process for Supervisors to Approve Employee Time

Navigate: Main Menu – Manager Self Service – Time Management – Report Time – Timesheet

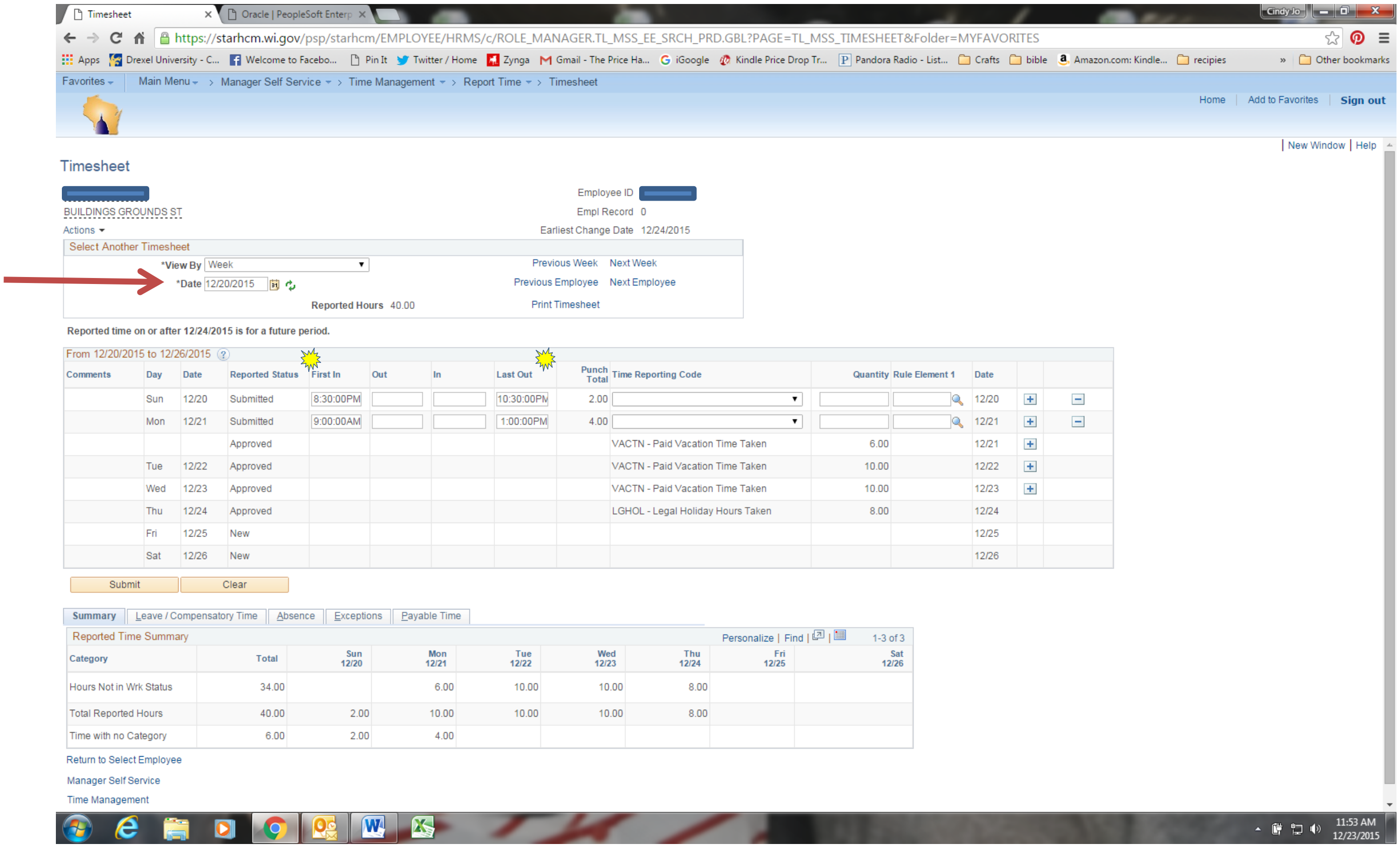
Click on "Get Employees" (for most – they are already listed – this step is for assurance)



Scroll down to see that your employees appear – then select the first person on the list:



This will open their time sheet to the current week.  Be sure to look at what week you are in to ensure it is the week you need to approve:




**This example shows a week that isn't complete yet.  You can tell because there are no "active" time boxes on Friday or Saturday.**

Ensure time is entered correctly according to the job aids that were made available to everyone.  Items to make special note of are:

1) You need to ensure there is a "First In" and "Last Out" entry for each shift worked.

2) Ensure those employees who earn lunch breaks have them properly entered in the "Out" and "In" fields (NOT in the "First In"/"Last Out" fields).

3) For those who work 24+ hour shifts and the shifts cross multiple days, the "Last Out" entry is 11:59:59 and the "First In" entry is 12:00:00.

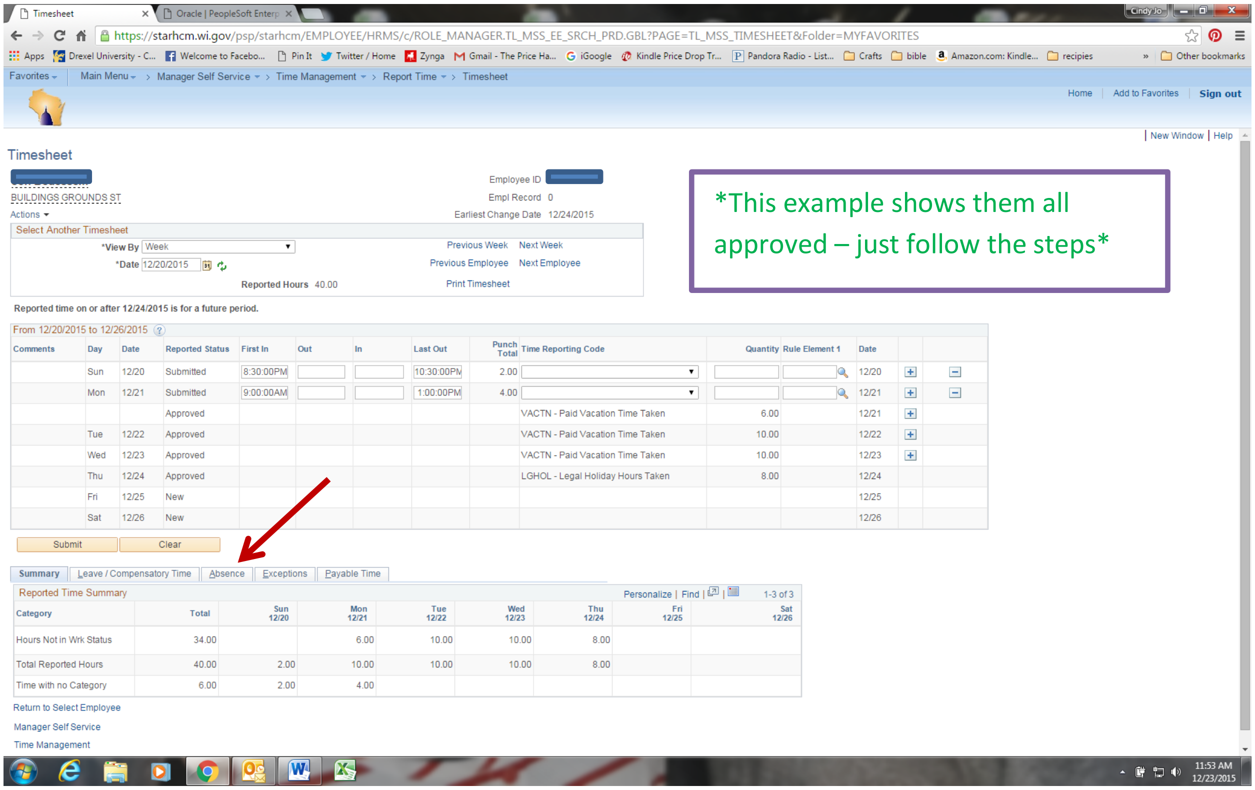
4) Ensure the "Time Reporting Code" area is BLANK (yes, there are exceptions – this is for the majority who do not fall under those exceptions – they know who they are.)

Ensure all absence entries have a "Reported Status" of Approved.

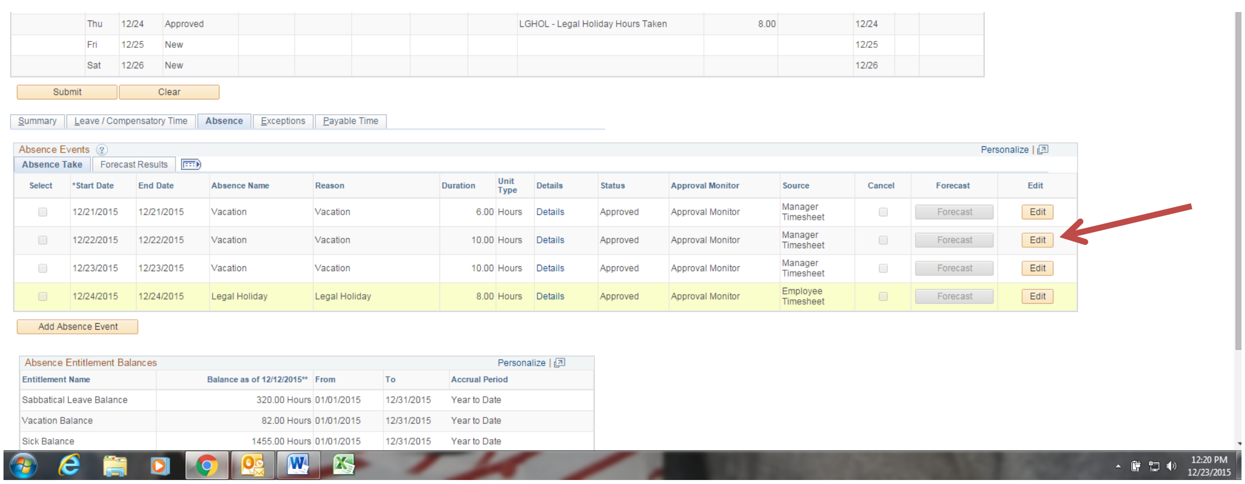
If they do – skip to Check Both Weeks.  If not – do the following:

To change Absence Reported Status from Saved to Approved (during current week/pay period ONLY):

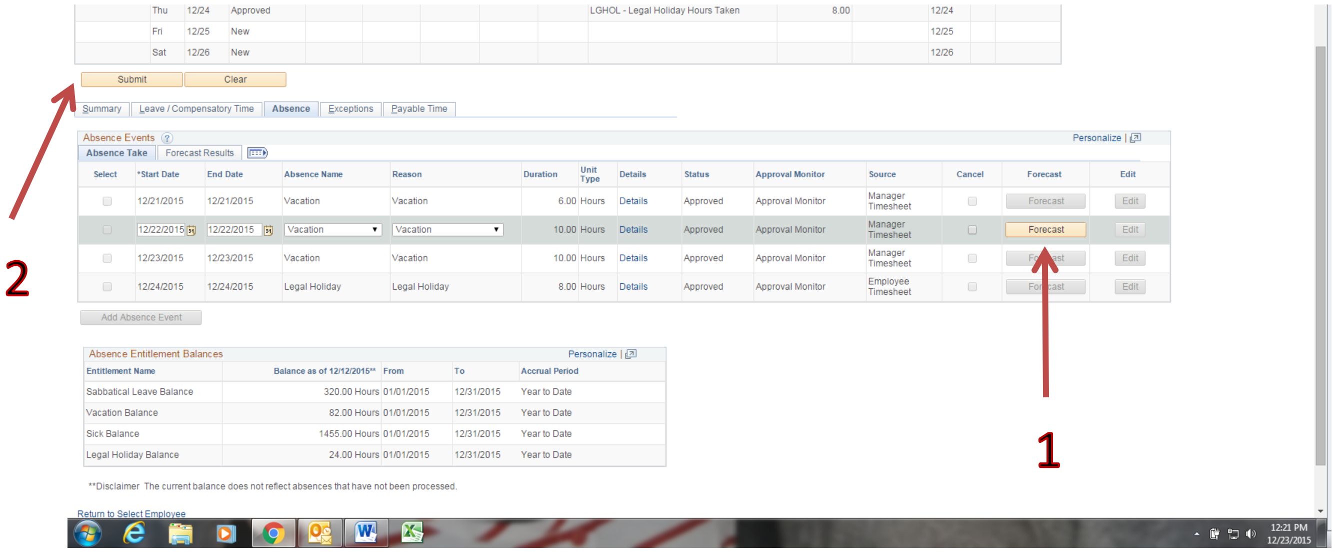
Click on the “Absence” tab:




Click the peach colored “Edit” button next to the absence entry that needs to switch from Saved to Approved:



Click the (1) peach colored “Forecast” button and then click (2) “Submit”:

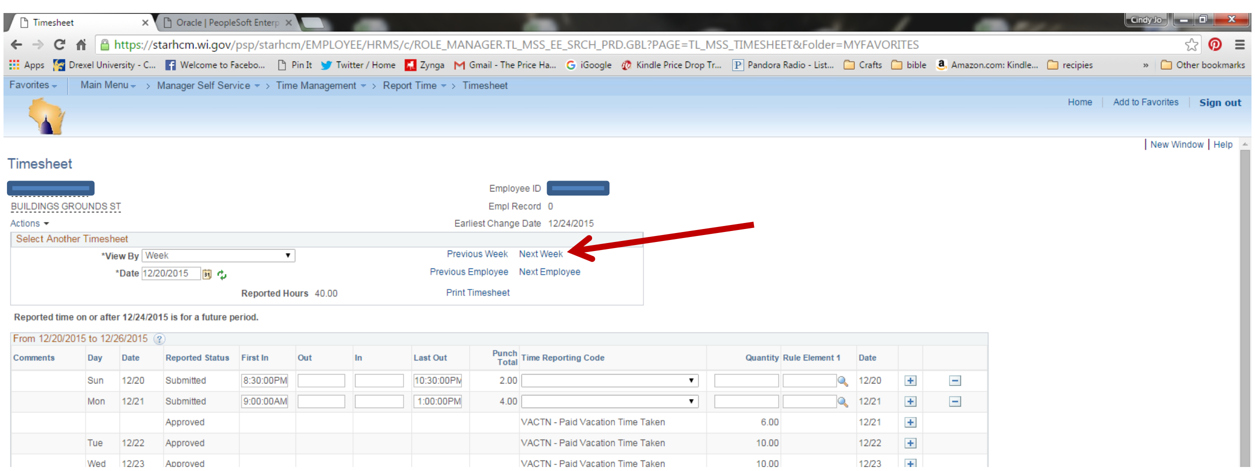



This should change the absence status from Saved to Approved.

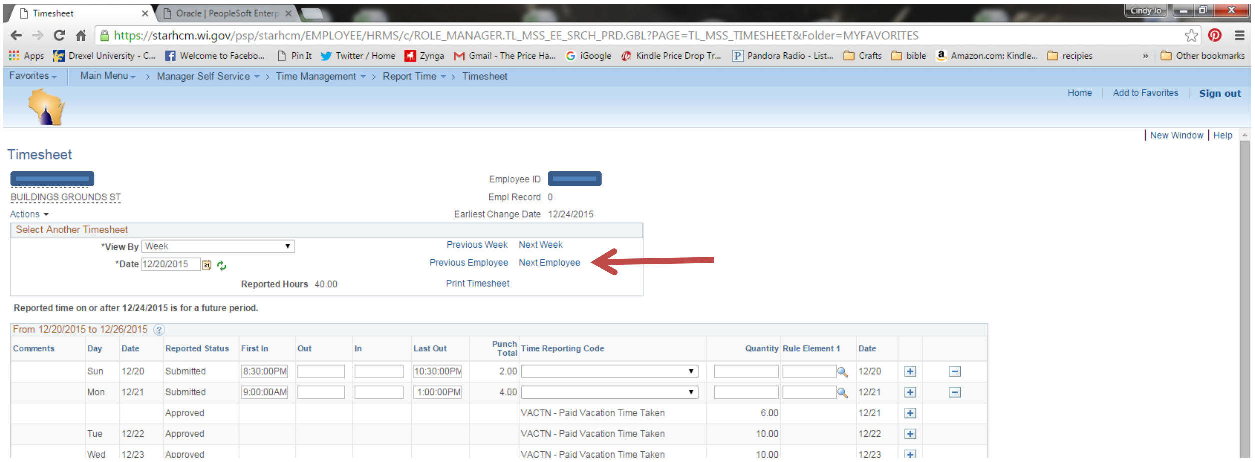
If it does not change the status - *STOP* - and send an email with a screen shot to [DMAHumanResourcesSTARinformation@wisconsin.gov](mailto:DMAHumanResourcesSTARinformation@wisconsin.gov) for assistance.

# Check Both Weeks

If you are approving two weeks of time – be sure to click “Previous Week” in order to see the timesheet for the first week of the pay period. However, if you already navigated to the first week when you began this process – then be sure to click “Next Week” to review the second sheet.

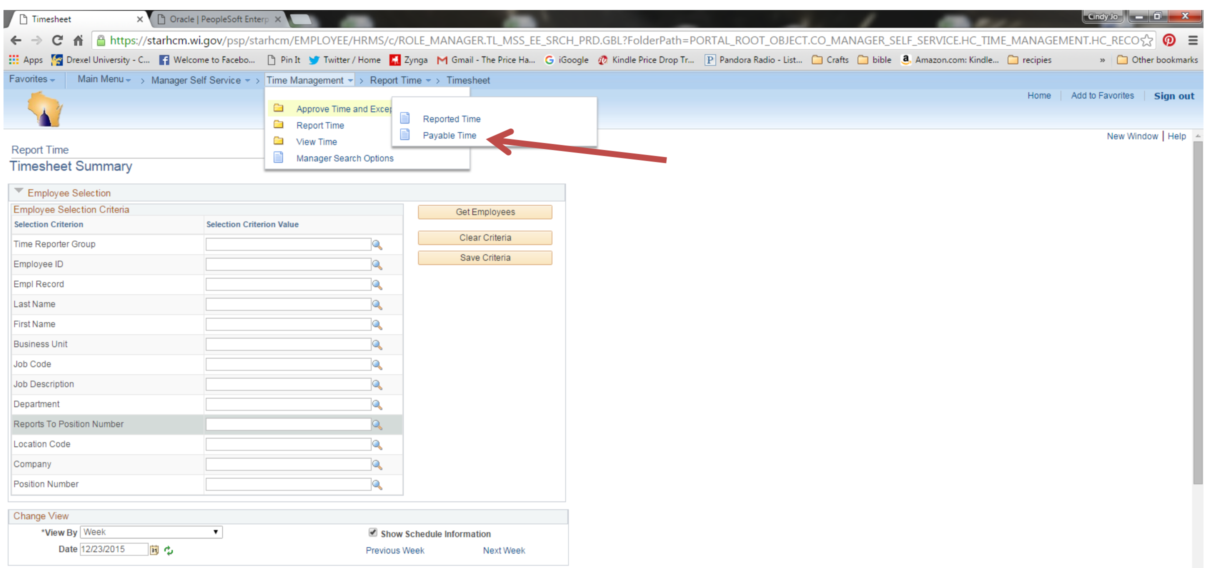


Once you are finished checking and making corrections (if needed), then click on “Next Employee” to view the next person’s timesheet.

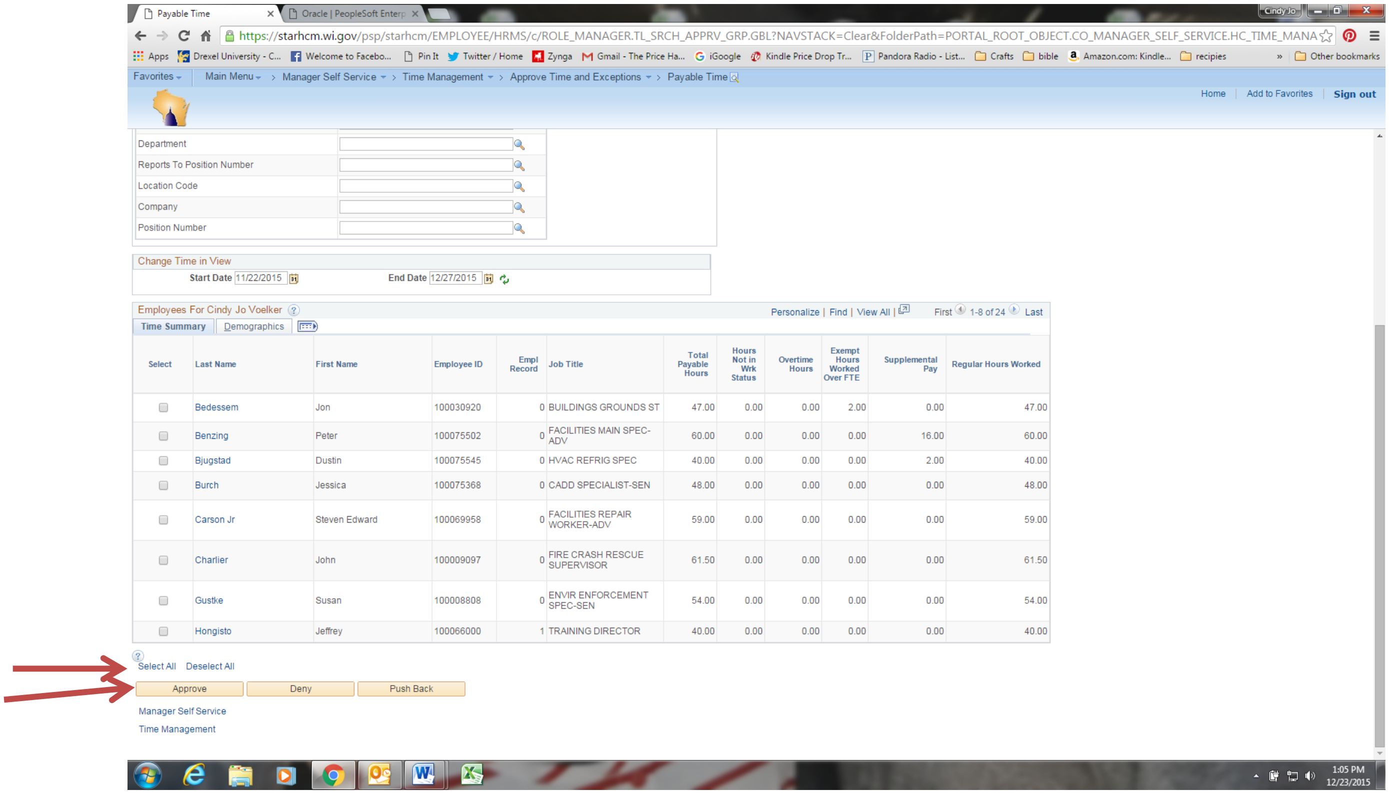


Follow the same steps until you have viewed/reviewed all of your employee’s time sheets.

Now, you can navigate to approve their time by clicking on the breadcrumb trail starting at “Time Management” then Approve Time and Exceptions – Payable Time



Then click "Get Employees", scroll down and you should see all of the employees that have time entered (those timesheets that you just finished QC'ing!).




Because you now know FOR SURE that these time sheets are correct – all you need to do is click "Select All" and then the peach colored "Approve" button.

A window will pop-up asking if you are sure you want to approve them – acknowledge this and you are done!