Approving Employee Time Sheets

Overview: Managers (or Supervisors) are responsible for reviewing and approving their employee's time sheets by the end of the two-week pay period (payroll deadline is 12pm EST on Monday of the pay week), after which time sheets become locked while payroll processes the pay run. Hours should be reviewed and approved on a daily basis to ensure time entries are addressed and up-to-date.

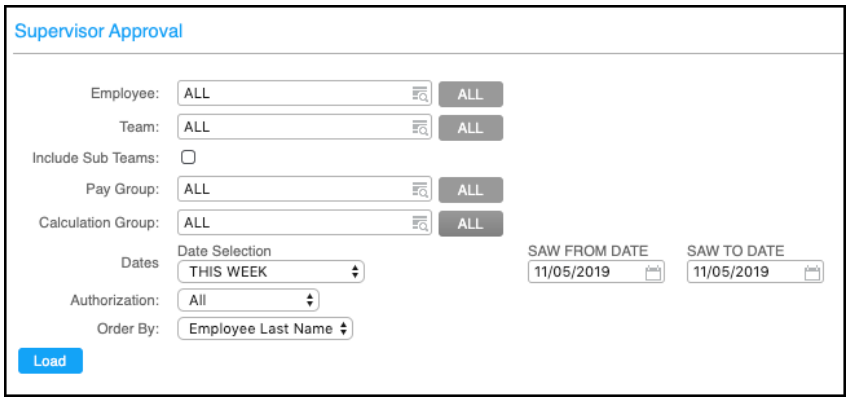
Time sheet approvals can be done in two different ways in the UltiPro Time & Attendance (**Menu > Myself > Time & Attendance**) screen. Each method is outlined below.

Supervisor Approval Method

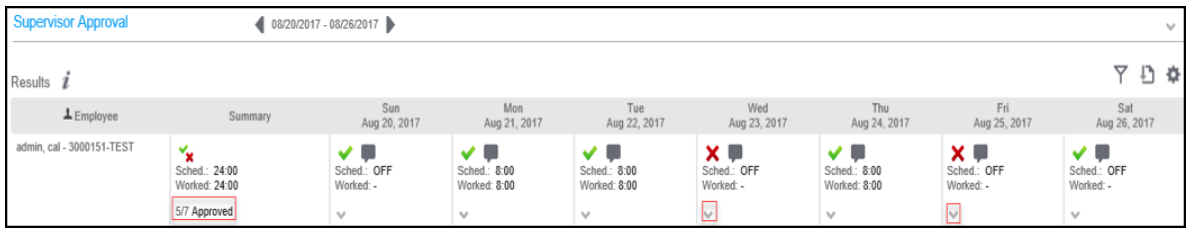
This method provides a summarized view of team member time sheets and allows for quick individual or bulk approvals.

1. Click **Supervisor Approval** from the navigation bar on the UltiPro Time & Attendance home page.

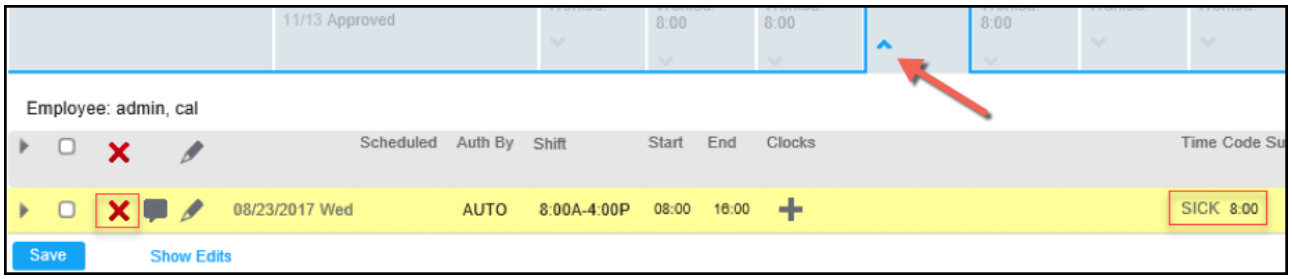
2. In the **Supervisor Approval** screen, select the desired criteria for each field.
   - To view all outstanding approvals required for a particular period for all employees, select **ALL** in each field, specify the dates required (under the Date Selection heading), then click the **Load** button.
   - To view the outstanding approvals required for a particular employee time sheet, click the magnifying glass to the right of the **Employee** box and then search by employee name or number. Under the Date Selection heading, use the drop-down menu and date fields to set a custom date range.



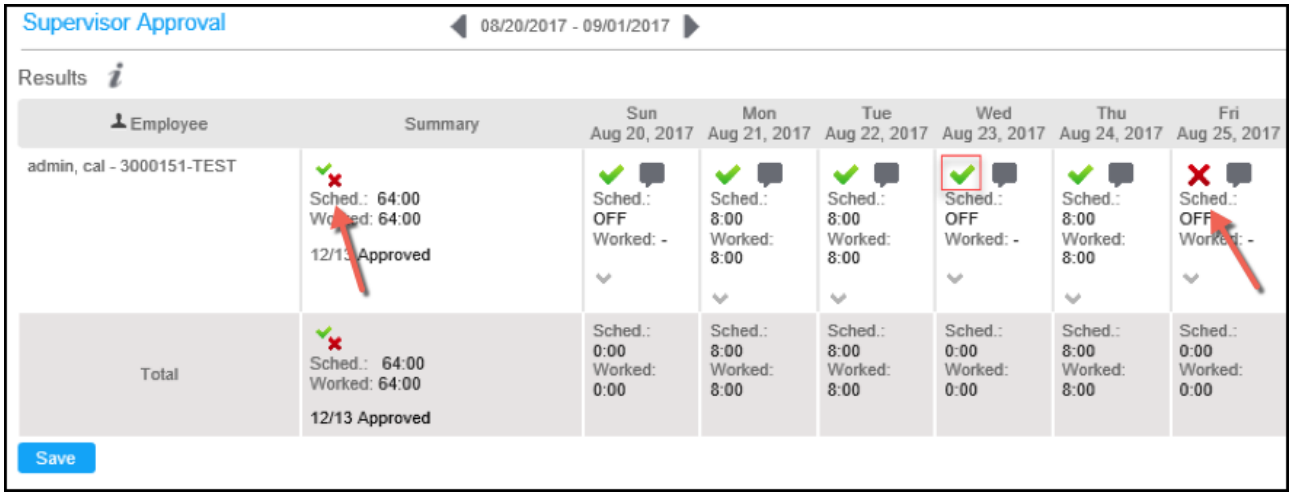
3. The employee time sheet summary displays. Entries marked with a red X require review and approval.



4. Before approving the entry, review it in detail by clicking the downward pointing arrow inside the date box. After reviewing, click the same arrow again to collapse the entry and return to the summary view. In the example below, the entry represents a sick day requiring approval.



5. To approve the entry, click the red X, which will then change to a green check mark. To approve multiple entries at once, click the red X under the **Summary** column heading. Once all entries have been approved, click **Save**.

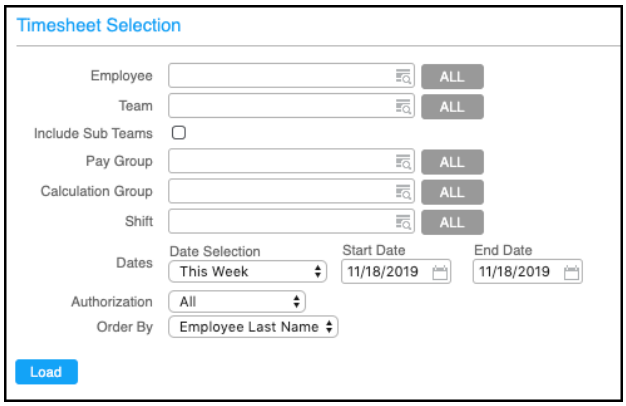


Daily TS Method

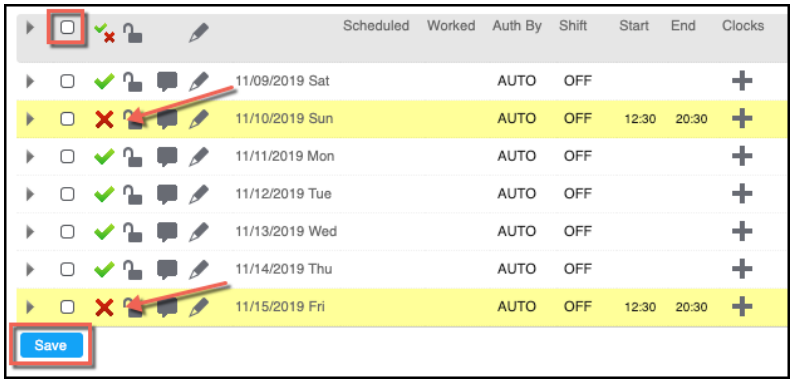
This method allows the approver to complete the approval directly from the employee time sheet view.

1. Click **Daily TS** from the navigation bar on the UltiPro Time & Attendance home page.

2. In the **Timesheet Selection** screen, select the desired criteria for each field.
   - To select one or more time sheets for a particular period, click the magnifying glass to the right of the Employee box and then search by employee name or number. Click **Load** to view the time sheet.
   - Under the Date Selection heading, use the drop-down menu and date fields to set a custom date range.



3. Entries requiring approval will be marked with a red X.
   - To approve a single entry, click the red **X** to change the entry to a green check mark, then click **Save** at the bottom left of the time sheet to complete the approval.
   - To approve multiple entries in one step, click the check box at the top of the time sheet view. This will immediately convert all outstanding approvals to green check marks. Click **Save** at the bottom left of the time sheet to complete the approval.



Important Notes!

- *Auto Paid* employee time sheets (whether they are salaried or hourly) are automatically approved. Only exceptions to the time sheets, such as an absence or overtime entry require approval.
- Hourly, *non-Auto Paid* employee time sheets will always display as unauthorized (red X), even if no hours have been worked. If an hourly, non-Auto Paid employee has not worked any hours in a given week, approval of the time sheet is not mandatory.

Tip! When payroll begins processing pay, time sheets will become locked, displaying the following message: