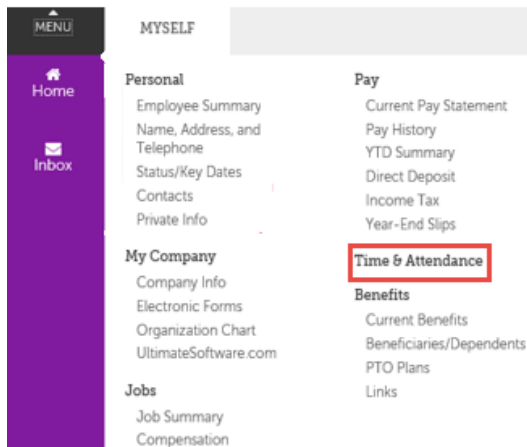


Approving Employee Timesheets

Overview: Managers are responsible for reviewing and approving the timesheets of all employees on their team by the end of the two week pay period.

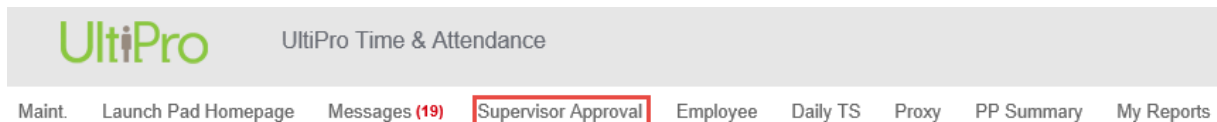
Click on the **Time and Attendance** link in **UltiPro main menu**.

Main Menu



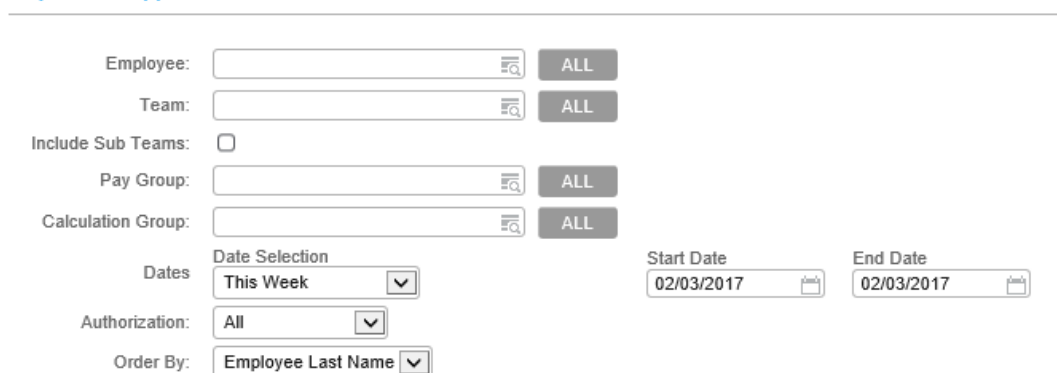
Time and Attendance Launch Pad Homepage

1. The **Time and Attendance Launch Pad Homepage** displays.



2. The **Supervisor Approval** selection screen displays.

Supervisor Approval

The image shows the Supervisor Approval selection screen. It features several input fields and buttons for filtering timesheets. The fields include: 'Employee:' with a search icon and an 'ALL' button; 'Team:' with a search icon and an 'ALL' button; 'Include Sub Teams:' with a checkbox; 'Pay Group:' with a search icon and an 'ALL' button; 'Calculation Group:' with a search icon and an 'ALL' button. Below these are 'Dates' with a 'Date Selection' dropdown set to 'This Week', and 'Start Date' and 'End Date' fields both set to '02/03/2017'. At the bottom are 'Authorization:' set to 'All' and 'Order By:' set to 'Employee Last Name'.

3. Enter selection criteria for each of the fields. In our example we want to load all employees in all pay and calculation groups for the current pay period. This will allow us to review timesheets for all employees in preparation to submit to payroll.

1. Click **ALL** for each field.
2. Select your desired date range from the drop down menu.
3. Click **Load**.

Supervisor Approval

Employee: ¹

Team:

Include Sub Teams: ☐

Pay Group:

Calculation Group:

Dates:

Date Selection
 This Week ²
 Current Pay Period
 Last Pay Period
 Next Pay Period
 Today
 Yesterday
 Last Week
 Manual Date Range

Authorization:

Order By:

Start Date:

End Date:































³

4. The summary of employee timesheets for the selected date range displays.

Supervisor Approval

◀ 01/21/2017 - 02/03/2017 ▶

Results 

Employee	Summary	Sat Jan 21, 2017	Sun Jan 22, 2017	Mon Jan 23, 2017	Tue Jan 24, 2017	Wed Jan 25, 2017	Thu Jan 26, 2017	Fri Jan 27, 2017
Administrator, Paula - TEST808-TEST	 Sched.: 16:00 Worked: 46:00 <div style="border: 1px solid red; padding: 2px;">0/14 Approved</div>	 Sched.: OFF Worked: - 	 Sched.: OFF Worked: - 	 Sched.: OFF Worked: - 	 Sched.: OFF Worked: 8:00 	 Sched.: OFF Worked: 8:00 	 Sched.: OFF Worked: 6:00 	 Sched.: OFF Worked: - 
Bond, James - BOND007-TEST	 Sched.: 0:00 Worked: 92:00 <div style="border: 1px solid red; padding: 2px;">12/14 Approved</div>	 Sched.: OFF Worked: - 	 Sched.: OFF Worked: - 	 Sched.: OFF Worked: 14:00 	 Sched.: OFF Worked: 8:00 	 Sched.: OFF Worked: 8:00 	 Sched.: OFF Worked: 8:00 	 Sched.: OFF Worked: 8:00 

Entries displaying an **X** need to be reviewed and approved. Paula Administrator is an hourly employee and her time has to be reviewed and approved. Note she has **0/14** days approved. James Bond is a salaried employee. His hours are automatically approved by the system except where edits have been made – as shown by **12/14** days approved; indicating two days have edits requiring review. For our example, the requiring Manager attention are highlighted by the red boxes.

5. Click on the down arrow key to review the details of the timesheet entry.

Reviewing Employee Timesheets ver 1.0

Employee: Administrator, Paula

Save Show Edits

6. If you approve of the timesheet edits click on the **X** for that day to display an approval check mark. Or, if all days marked **X** have been reviewed and ready to approve click the **X** on the **Summary** column, select **Authorize All**, and all **X**'s will change to checkmarks.

Employee	Summary	Sat Jan 21, 2017	Sun Jan 22, 2017	Mon Jan 23, 2017	Tue Jan 24, 2017	Wed Jan 25, 2017	Thu Jan 26, 2017	Fri Jan 27, 2017	Sat Jan 28, 2017	Sun Jan 29, 2017
Administrator, Paula - TEST808-TEST	<div><div>✔ Authorize All</div><div>✘ Unauthorize All</div></div>	<div>✘ Sched.: OFF Worked: -</div>	<div>✘ Sched.: OFF Worked: -</div>	<div>✘ Sched.: OFF Worked: -</div>	<div>✘ Sched.: OFF Worked: 8:00</div>	<div>✘ Sched.: OFF Worked: 8:00</div>	<div>✘ Sched.: OFF Worked: 6:00</div>	<div>✘ Sched.: OFF Worked: -</div>	<div>✘ Sched.: OFF Worked: -</div>	<div>✘ Sched.: OFF Worked: -</div>

Employee	Summary	Sat Jan 21, 2017	Sun Jan 22, 2017	Mon Jan 23, 2017	Tue Jan 24, 2017	Wed Jan 25, 2017	Thu Jan 26, 2017	Fri Jan 27, 2017
Administrator, Paula - TEST808-TEST	<div><div><div>✔</div></div><div>Sched.: 16:00 Worked: 46:00</div><div>14/14 Approved</div></div>	<div><div><div>✔</div><div></div></div><div>Sched.: OFF Worked: -</div><div></div></div>	<div><div><div>✔</div><div></div></div><div>Sched.: OFF Worked: -</div><div></div></div>	<div><div><div>✔</div><div></div></div><div>Sched.: OFF Worked: -</div><div></div></div>	<div><div><div>✔</div><div></div></div><div>Sched.: OFF Worked: 8:00</div><div></div></div>	<div><div><div>✔</div><div></div></div><div>Sched.: OFF Worked: 8:00</div><div></div></div>	<div><div><div>✔</div><div></div></div><div>Sched.: OFF Worked: 6:00</div><div></div></div>	<div><div><div>✔</div><div></div></div><div>Sched.: OFF Worked: -</div><div></div></div>

[Launch Pad Homepage](#) [Messages \(2\)](#) [Daily TS](#) [Proxy](#) [PP Summary](#) [My Reports](#)

Timesheet

Load

01/01/2017 - 01/07/2017