# **TU Timesheet**

Approval Process

# Introduction

This self-help document will walk an approver through the timesheet approval process. Included is how to approve, deny and filter.

# **Approving Timesheets**

1. From your favorite browser, type mytu.towson.edu and press ENTER.

Note: TU Timesheet is not supported by Internet Explorer.

2. Click SIGN IN in the upper right-hand corner of the screen.



## Figure 1

- 3. Enter your Username (NetID) and Password and click Login.
- 4. From the myTU page, scroll down and click on the Timesheets tile.



### Figure 2

- 5. You will land on the **TIMESHEETS** tab. Click the **APPROVALS** tab at the top of the page.
- The Manager Approvals page will appear. Notice there are two (2) tabs at the top: Pending Approvals and All Employees. You will be on the Pending Approvals tab by default. You will see all employees that you have both approval and alternate approval authority for.

/ <mark>ل</mark> َ	TIMESHEETS	APPROVALS	LEAVE BALANCE				
-					<u></u>		
					<b></b>		
	Manager <i>J</i>	Approvals					APPROVE ALL
Per	nding Approvals	All Employees					
Sł	10w Filters >						
EN	IPLOYEE	ID	HOURS	RECORD	DEPARTMENT	WORKGROUP ID	
	- 100		56.0	0	Writing	RG_EXEMPT	Approve
. *					Center		
			48.0	0	Writing	RG_EXEMPT	Approve
					Center		

### Figure 3



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### **TU Timesheet: Approval Process**

- 7. Employees will be listed in a report format with the following fields: **EMPLOYEE**, **ID**, **HOURS**, **RECORD**, **DEPARTMENT AND WORKGROUP ID**.
- 8. If you wish to view a specific employee's timesheet, click directly on the employee's name. You will launch into that employee's timesheet. To move back to the **Manager Approvals** page, click on the **APPROVALS** tab at the top of the page once again.
- 9. To approve an individual's timesheet, click the **Approve** button to the right of an employee. To approve all timesheets, click the **APPROVE ALL** button in the upper right-hand corner.

Manager Approvals						APPROVE ALL
Pending Appr	ovals All Emplo	yees				
Show Filters	>					
EMPLOYEE	ID	HOURS	RECORD	DEPARTMENT	WORKGROUP ID	
No.		96.0	0	Utility Plant	RG_NE_ FCIL	Approve
the second		104.0	0	Utility Plant	RG_NE_ FCII	Approve

#### Figure 4

**Note**: You may only revise up to two (2) **previous** pay periods or enter **future** time for up to four (4) pay periods for yourself or your staff.

## Denying/Changing a Timesheet

If you need to deny or change time for an employee, you can link to the employee's timesheet from the Manager Approvals page and make the changes there.

1. From the **Manager Approvals** page, click directly on the name of the person you wish to Deny or Change time for.

Manager Approvals					
Pending Approvals	All Employees				
Show Filters >					
EMPLOYEE	ID				
, <sup>[</sup>					

### Figure 5

2. You will launch into that individual employee's timesheet. Click in the time block you want to deny or change.

**Note**: If you want to make a change to an employee's timesheet (for example, the time reporting code) you must deny the entry first and then create a new entry.





## **TU Timesheet: Approval Process**

3. Click the **DENY** button at the bottom of the screen.

TIME ENTRY			×
Thu 7/23			
TIME REPORTING CODE			
REG			
Look Up Leave Code			
QUANTITY			
4.0 Hours			
	DENY	CANCEL	APPROVE

### Figure 7

4. The time block will turn red with a **Denied** status indicator (explanation point) in the right corner.

<b>4.0</b> Hours REG	Ē

## Figure 8

5. To add corrected time back to the timesheet, click the yellow plus sign under the appropriate date.



### Figure 9

6. In the **TIME ENTRY** box, fill in the revised time entry and click **SAVE**.

TIME ENTRY	×
Tue 7/21	
TIME REPORTING CODE *	
01 REG - All employees regular	рау 🗸
Leek Up Leeve Code	
START DATE	END DATE
07/21/2020	07/21/2020
QUANTITY -	
8	
	DELETE TIME CANCEL SAVE

Figure 10

### **TU Timesheet: Approval Process**

7. You must click the **SUBMIT** button (and **Confirm Timesheet Submission**) before you can then approve the new time you just entered for the employee.



#### Figure 11

8. Click on the time block once again and click **APPROVE** for each new time block you submitted. Alternatively, you can click on the **APPROVALS** tab at the top of the page and click the **Approve** button for the employee whose record was changed from the **Manager Approvals** page.

Thu 7/23			×
TIME REPORTING CODE			
REG Look Up Leave Code			
4.0 Hours			
ADD COMMENT			
	DENY	CANCEL	APPROVE



# Filtering

You may filter the employee list (for example: if you wish to view a specific employee, only student employees or a specific time frame). If you are an alternate approver, filtering is a convenient way to see only those employees you have direct approval authority over.

1. Click on the **Show Filters** arrow. A search form will appear.



### Figure 13

- 2. Enter your search criteria in the appropriate field. For example, if you wish to only see a specific workgroup ID. The **WORKGROUP ID** list below will help when filtering by this field which identifies the employee's status.
  - **RG\_EXEMPT** Regular Exempt & Librarians
  - **RG\_NONEX** Regular Non-Exempt
  - RG\_NE\_FCIL Regular Non-Exempt Facilities
  - RG\_NE\_POL Regular Non-Exempt Police
  - CT1\_NONEX Contingent 1 Non-Exempt
  - CT2\_EXEMPT Contingent 2 Exempt
  - RG-EX-FCPL Regular Exempt Facilities and Police

- CT2\_NONEX Contingent 2 Non-Exempt
- CT\_STUDENT Contingent Student
- No enrollment No Timesheet
- CT\_LECTURE Contingent Lecturer
- **RG\_FACULTY** Regular Faculty
- **RG\_EX\_POL** Regular Exempt Police

## TU Timesheet: Exempt Employees/Regular Contingent Faculty

3. Click in the **WORKGROUP ID** field and type a code from the list above (in the example below, we are using **RG\_EXEMPT**). Your results will show up immediately.

Hide Filters $\checkmark$						
LAST NAME		EMPLOYEE ID	E	DEPARTMENT	WORKGRO	UP ID
					RG_EXE	EMPT
TIME REPORTER GR	OUP					
		Q				
Week		~	07/28/2020		APPLY FILTER	G
EMPLOYEE	ID	HOURS	RECORD	DEPARTMENT	WORKGROUP ID	
Erin Mairin Barney	8002310	0.0	0	Writing Center	RG_EXEMPT	
Carmen Meza	8001673	0.0	0	Writing Center	RG_EXEMPT	

#### Figure 14

4. If you are both an approver and an alternate approver, you may wish to filter by the time reporter group field. To do this, click on the magnifying glass under the **TIME REPORTER GROUP** field. You will launch into the **Look Up Time Reporter Group** screen. Click on the **Time Reporter Group** of your choice and you will return to the **Manager Approvals** screen with the filtered list.

Look Up Time Reporter Group					
SEARCH BY:					
Time Reporter Group 🖌 begins with					
TIME REPORTER GROUP P_92805 Group P_02805 cator: Dynamic Description: Position Group 00002805					

#### Figure 15

# **Signing Out**

When complete, click **SIGN OUT** in the upper right-hand corner.



## Figure 16

Note: You will automatically time out after 20 minutes of inactivity.