

Supervisor Approving Reported Time

PROCESS OVERVIEW

The purpose of this reference guide is to assist you as you perform the Time & Labor Supervisor and/or Time Administrator duties. This document is set up according to the steps a Supervisor/Time Administrator will complete in order to approve reported time.

1. Click **MyBGSU**
2. Enter Username and Password
3. Click on **Employees**
4. Navigate to Time and Labor Supervisor
5. Click on Approve My Monthly, Approve My Biweekly or Approve My Student Hourly Reporters
6. Timesheet Summary page will appear
7. Click on the **Name of the Employee** you wish to view reported hours on
8. (Optional) Add Comments
9. Select and **Approve** hours
10. **Approve** Confirmation
11. **Proceed** to next employee or you are finished approving time

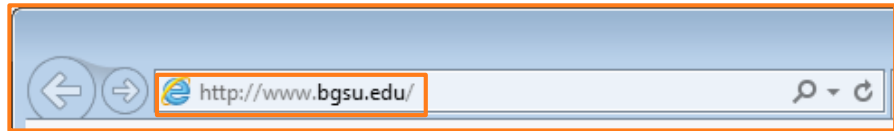
Where do I go?

MyBGSU > Employee Self-Service > Time and Labor Supervisor > Approve My Biweekly Reporters

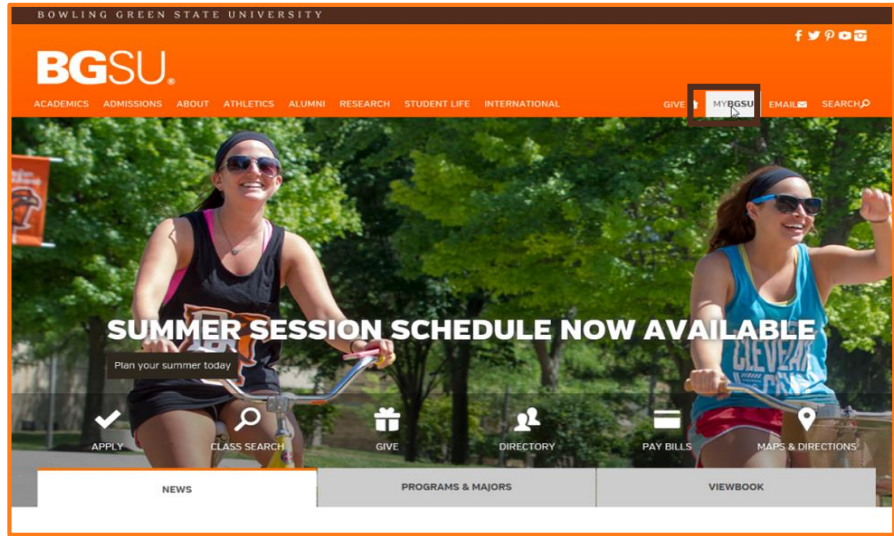
SECTION I NAVIGATION

Begin the process at the bgsu.edu home page.

Note: Please use Internet Explorer



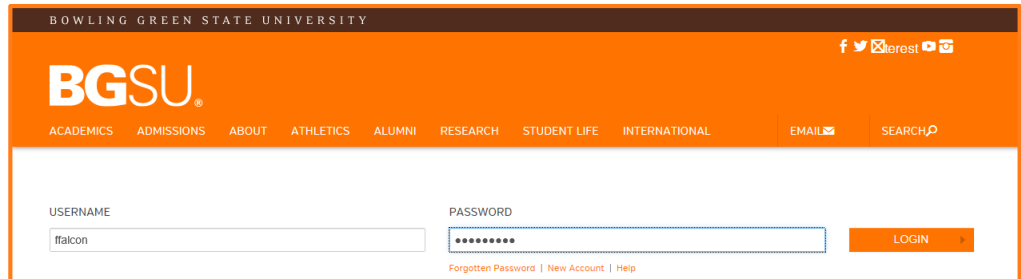
Step 1: Click MyBGSU



Step 2: Enter USERNAME and PASSWORD

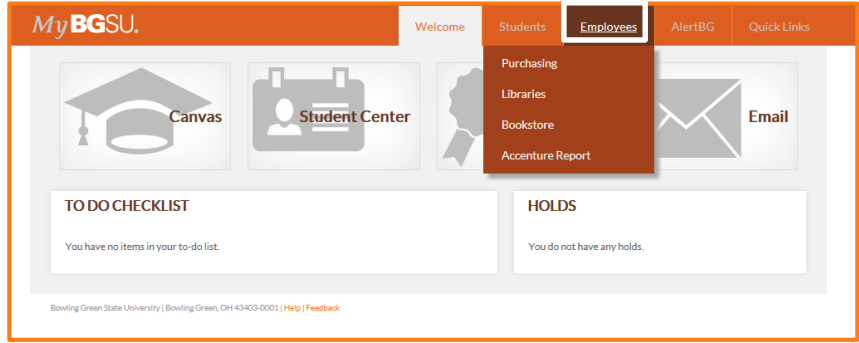
Note: These will be your BGSU network credentials.

Step 2a: Click Login



Supervisor Approving Reported Time

Step 3: Click Employees



The Time and Labor Employee section allows you to view all Time and Labor pages that you have access to.

Step 4: Under Time and Labor Employee Supervisor Section

Step 5: Click

- Approve My Biweekly Reporters

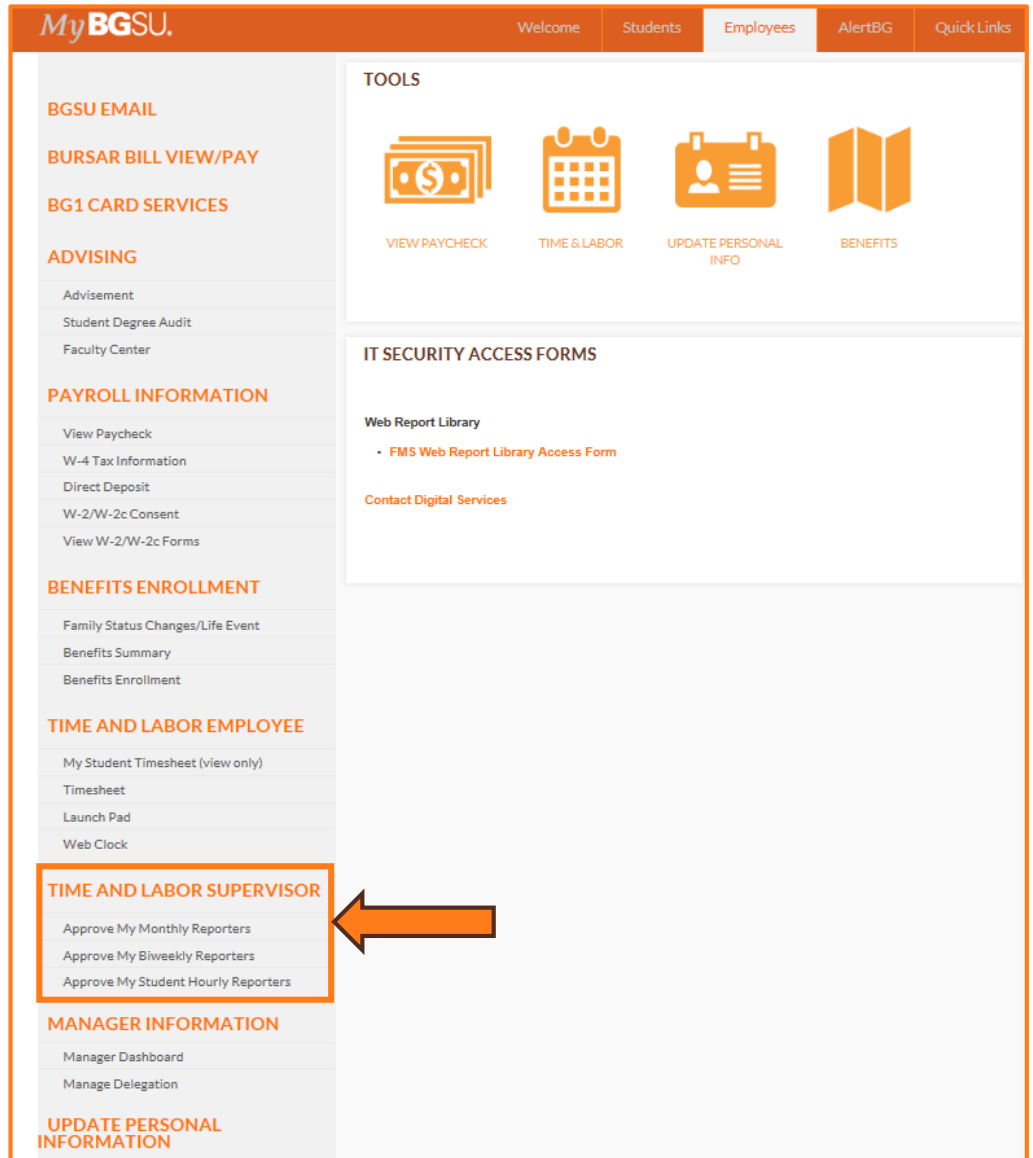
OR

- Click on Approve My Monthly Reporters

OR

- Click on Approve My Student Hourly Reporters

Note: ONLY Time and Labor Supervisors are able to approve time off-campus!



Supervisor Approving Reported Time

SECTION II TIMESHEET SUMMARY

The Timesheet Summary page allows for you to search for employees as well as view all employees that have submitted time for approval.

- Employee Section – Search different criteria to find employees
- Change View – Offers a View By – Default by Reporting Period.
 - **Date** field allows you to choose time reporting period
 - **Previous and Next period** allow you to move between reporting periods
- Direct Reports with reported time waiting your approval

Report Time
Timesheet Summary

Employee Selection **1**

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	ITSB
Employee ID	
Empl Record	
Last Name	
First Name	
Department	
Supervisor ID	
Reports To Position Number	

Get Employees
Clear Criteria

Change View **2**

*View By Time Period
Date 04/08/2015
Show Schedule Information
<< Prev Time Period Next Time Period >>

Employees For David Weimer, Totals From 03/29/2015 - 04/11/2015 **3**

Personalize | Find | 1-4 of 4

Last Name	First Name	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved Hours	Denied Hours
Blackbird	Scott	Data Systems Specialist	80.00	80.00	0.00		0.00	0.00
Fynch	Bob	Sr. Programmer Analyst	80.00	80.00	0.00		0.00	0.00
Lark	Lisa	NSL Professional	48.00	48.00	0.00		0.00	0.00
Martin	Marty	Sr. Programmer Analyst	80.00	80.00	0.00		0.00	0.00

Manager Self Service
Time Management

There are 2 ways you can view a timesheet.

- View by the Calendar
Or
- View by Timesheet Details

We will first address the Calendar View.

Click Employee Name

- The Employees timesheet will open.

Employees For David Weimer, Totals From 03/29/2015 - 04/11/2015

Personalize | Find | 1-4 of 4

Last Name	First Name	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved Hours	Denied Hours
Blackbird	Scott	Data Systems Specialist	80.00	80.00	0.00		0.00	0.00
Fynch	Bob	Sr. Programmer Analyst	80.00	80.00	0.00		0.00	0.00
Lark	Lisa	NSL Professional	48.00	48.00	0.00		0.00	0.00
Martin	Marty	Sr. Programmer Analyst	80.00	80.00	0.00		0.00	0.00

Manager Self Service
Time Management

Supervisor Approving Reported Time

SECTION III TIMESHEET CALENDAR VIEW

Step 1: Click

- All reported time appearing on the calendar for the employee will be approved.
- The Timesheet page defaults the **VIEW BY** field to the **Time Period**.
- The Timesheet page defaults the **DATE** to the First day of the pay period.
- The **Next Employee** hyperlink navigates you to the next employee's timesheet.

Timesheet

Scott Blackbird
Data Systems Specialist

Employee ID 0000793744
Empl Record 0
Earliest Change Date 03/15/2015

Select Another Timesheet

*View By Time Period << Prev Time Period Next Time Period >>
*Date 03/29/2015

Reported Hours 80.00

From Sunday 03/29/2015 to Saturday 04/11/2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3/29	3/30	3/31	4/1	4/2	4/3	4/4
	8.00 CLA	8.00 CLA	8.00 CLA	8.00 CLA	8.00 CLA	
4/5	4/6	4/7	4/8	4/9	4/10	4/11
	8.00 CLA	8.00 CLA	8.00 CLA	8.00 CLA	8.00 CLA	
Totals: 80.00 CLA						

Update/Deny/Comments

Step 2: Message

A message will appear asking if you want to approve the time selected.

Note: Once time is approved the status cannot be reverted back.

Click

Message

Are you sure you want to approve the time selected? (13504,2500)

Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

Step 3: Approval

Confirmation will appear stating your transactions were successfully approved.

Click

Timesheet

Approve Confirmation



Selected transactions were successfully approved.

Supervisor Approving Reported Time

Step 4: Reported Time Status

You will be directed back to the Timesheet Summary. Here you will see that all **Reported Status** has changed to **Approved**

Step 5: Click the hyperlink

[Return to Select Employee](#)

Reported Time Status				
Date	Reported Status	Total TRC	Description	Comments
03/30/2015	Approved	8.00	CLA	010-Classified Regular Earning
03/31/2015	Approved	8.00	CLA	010-Classified Regular Earning
04/01/2015	Approved	8.00	CLA	010-Classified Regular Earning
04/02/2015	Approved	8.00	CLA	010-Classified Regular Earning
04/03/2015	Approved	8.00	CLA	010-Classified Regular Earning
04/06/2015	Approved	8.00	CLA	010-Classified Regular Earning
04/07/2015	Approved	8.00	CLA	010-Classified Regular Earning
04/08/2015	Approved	8.00	CLA	010-Classified Regular Earning
04/09/2015	Approved	8.00	CLA	010-Classified Regular Earning
04/10/2015	Approved	8.00	CLA	010-Classified Regular Earning

[Return to Select Employee](#)

[Manager Self Service](#)

[Time Management](#)

Step 6: You will be returned to the Timesheet Summary page

- Approve the remaining employees that have reported time

Note: The employee that has Approved Hours will now be moved to the Approved Hours column.

Report Time Timesheet Summary								
Employee Selection								
Employee Selection Criteria		Time Reporter Group						
Description		Time Reporter Group	ITSB					
Time Reporter Group		Employee ID						
Employee ID		Empl Record						
Empl Record		Last Name						
Last Name		First Name						
First Name		Department						
Department		Supervisor ID						
Supervisor ID		Reports To Position Number						
Reports To Position Number								
Change View								
*View By Time Period				<input checked="" type="checkbox"/> Show Schedule Information				
Date 04/08/2015				<< Prev Time Period Next Time Period >>				
EmployeesFor David Weimer, Totals From 03/29/2015 - 04/11/2015								
Last Name	First Name	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved Hours	Denied Hours
Blackbird	Scott	Data Systems Specialist	80.00	0.00	0.00		80.00	0.00
Fynch	Bob	Sr. Programmer Analyst	80.00	80.00	0.00		0.00	0.00
Lark	Lisa	NSL Professional	48.00	48.00	0.00		0.00	0.00
Martin	Marty	Sr. Programmer Analyst	80.00	80.00	0.00		0.00	0.00

[Manager Self Service](#)

[Time Management](#)

Supervisor Approving Reported Time

SECTION IV TIMESHEET DETAILS WITH COMMENTS

Step 1: Click on the Employee's name to view their timesheet

Report Time
Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	ITSB
Employee ID	
Empl Record	
Last Name	
First Name	
Department	
Supervisor ID	
Reports To Position Number	

Get Employees
Clear Criteria

Change View

*View By Time Period
Date 04/08/2015
Show Schedule Information
<< Prev Time Period Next Time Period >>

Employees For David Weimer, Totals From 03/29/2015 - 04/11/2015
Personalize Find | 1-4 of 4

Last Name	First Name	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved Hours	Denied Hours
Blackbird	Scott	Data Systems Specialist	80.00	80.00	0.00		0.00	0.00
Fynch	Bob	Sr. Programmer Analyst	80.00	80.00	0.00		0.00	0.00
Lark	Lisa	NSL Professional	48.00	48.00	0.00		0.00	0.00
Martin	Marty	Sr. Programmer Analyst	80.00	80.00	0.00		0.00	0.00

Manager Self Service
Time Management

Supervisor Approving Reported Time

Step 2: Timesheet opens
(Calendar View)

Step 3: Click

[Update/Deny/Comments](#)

- Detailed timesheet will open

Timesheet

Bob Fynch
Sr. Programmer Analyst

Employee ID 0000886696
Empl Record 0
Earliest Change Date 03/15/2015

Select Another Timesheet

*View By Time Period << Prev Time Period Next Time Period >>
*Date 03/29/2015 Previous Employee Next Employee

Reported Hours 80.00

From Sunday 03/29/2015 to Saturday 04/11/2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3/29	3/30	3/31	4/1	4/2	4/3	4/4
	8.00 CLA	8.00 CLA	8.00 CLA	8.00 CLA	8.00 CLA	
4/5	4/6	4/7	4/8	4/9	4/10	4/11
	8.00 CLA	8.00 CLA	8.00 CLA	8.00 CLA	8.00 CLA	

Approve All [Update/Deny/Comments](#)

Totals: 80.00 CLA

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time

Reported Time Status Personalize | Find | 1-10 of 10

Select	Date	Reported Status	Total TRC	Description	Comments
<input type="checkbox"/>	03/30/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
<input type="checkbox"/>	03/31/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
<input type="checkbox"/>	04/01/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
<input type="checkbox"/>	04/02/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
<input type="checkbox"/>	04/03/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
<input type="checkbox"/>	04/06/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
<input type="checkbox"/>	04/07/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
<input type="checkbox"/>	04/08/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
<input type="checkbox"/>	04/09/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
<input type="checkbox"/>	04/10/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	

[Return to Select Employee](#)
[Manager Self Service](#)
[Time Management](#)

Supervisor Approving Reported Time

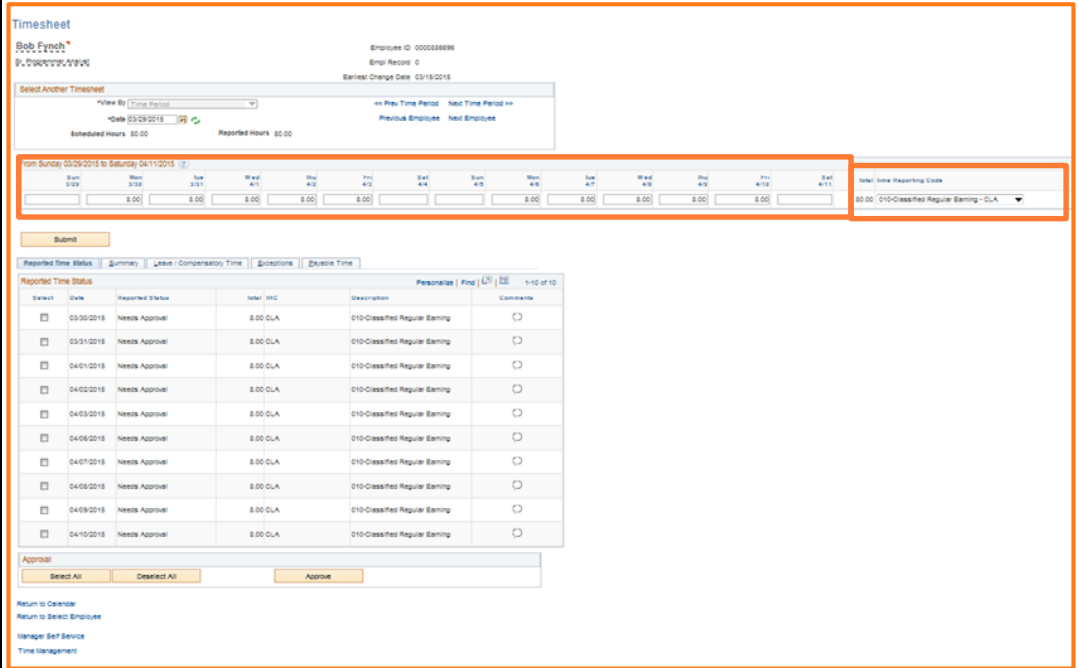
Detailed Timesheet View shows

- Timesheet automatically displays the Reported Time Status
- Time Reporting Codes for all time is displayed.

Note: If multiple Time Reporting Codes (TRC's) are used to report time they will be displayed.

Step 4: Click  to enter a comment

- Choose the correct day to enter a comment on.



Timesheet
 Bob Fyoch
 Employee ID: 00000000
 Emp Record: 0
 Earliest Change Date: 03/18/2015

Select Another Timesheet
 *View By: Time Period
 *Date: 03/29/2015
 Scheduled Hours: 8:00
 Reported Hours: 8:00

From Sunday 03/29/2015 to Saturday 04/11/2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code
														8:00	00:00: 010-Classified Regular Earning - CLA

Submit

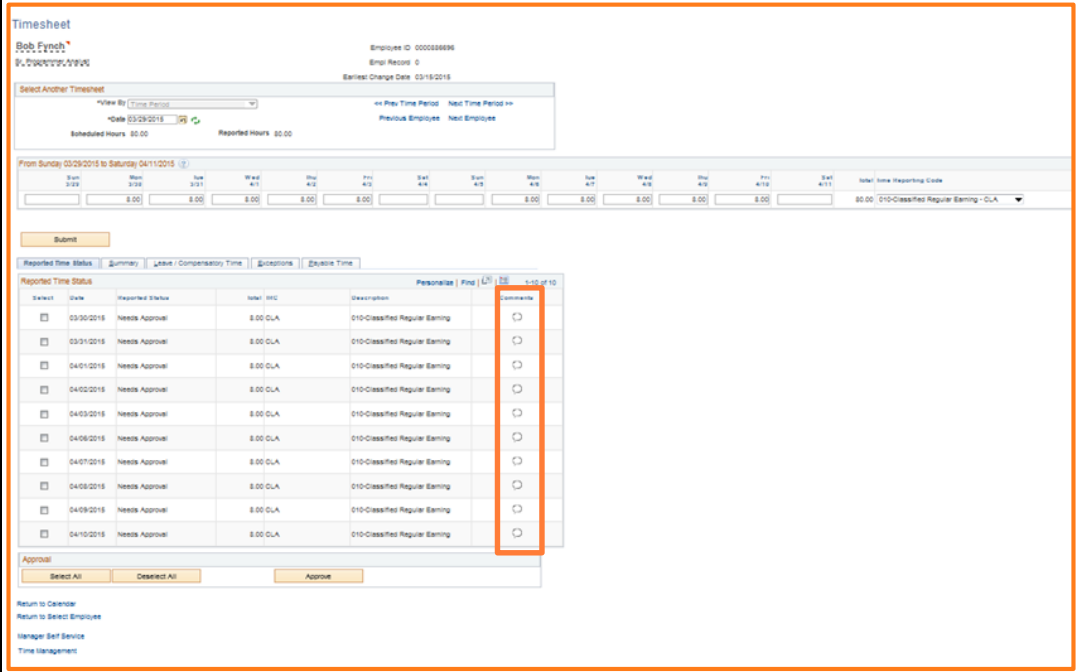
Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Exclude Time

Select	Date	Reported Status	Total	TRC	Description	Comments
<input type="checkbox"/>	03/30/2015	Needs Approval	8:00	CLA	010-Classified Regular Earning	
<input type="checkbox"/>	03/31/2015	Needs Approval	8:00	CLA	010-Classified Regular Earning	
<input type="checkbox"/>	04/01/2015	Needs Approval	8:00	CLA	010-Classified Regular Earning	
<input type="checkbox"/>	04/02/2015	Needs Approval	8:00	CLA	010-Classified Regular Earning	
<input type="checkbox"/>	04/03/2015	Needs Approval	8:00	CLA	010-Classified Regular Earning	
<input type="checkbox"/>	04/06/2015	Needs Approval	8:00	CLA	010-Classified Regular Earning	
<input type="checkbox"/>	04/07/2015	Needs Approval	8:00	CLA	010-Classified Regular Earning	
<input type="checkbox"/>	04/08/2015	Needs Approval	8:00	CLA	010-Classified Regular Earning	
<input type="checkbox"/>	04/09/2015	Needs Approval	8:00	CLA	010-Classified Regular Earning	
<input type="checkbox"/>	04/10/2015	Needs Approval	8:00	CLA	010-Classified Regular Earning	

Approval
 Select All | Deselect All | Approve

Return to Calendar
 Return to Select Employee
 Manager Self Service
 Time Management

Step 5: Click  to display Comment page



Timesheet
 Bob Fyoch
 Employee ID: 00000000
 Emp Record: 0
 Earliest Change Date: 03/18/2015

Select Another Timesheet
 *View By: Time Period
 *Date: 03/29/2015
 Scheduled Hours: 8:00
 Reported Hours: 8:00

From Sunday 03/29/2015 to Saturday 04/11/2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code
														8:00	00:00: 010-Classified Regular Earning - CLA

Submit

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Exclude Time

Select	Date	Reported Status	Total	TRC	Description	Comments
<input type="checkbox"/>	03/30/2015	Needs Approval	8:00	CLA	010-Classified Regular Earning	
<input type="checkbox"/>	03/31/2015	Needs Approval	8:00	CLA	010-Classified Regular Earning	
<input type="checkbox"/>	04/01/2015	Needs Approval	8:00	CLA	010-Classified Regular Earning	
<input type="checkbox"/>	04/02/2015	Needs Approval	8:00	CLA	010-Classified Regular Earning	
<input type="checkbox"/>	04/03/2015	Needs Approval	8:00	CLA	010-Classified Regular Earning	
<input type="checkbox"/>	04/06/2015	Needs Approval	8:00	CLA	010-Classified Regular Earning	
<input type="checkbox"/>	04/07/2015	Needs Approval	8:00	CLA	010-Classified Regular Earning	
<input type="checkbox"/>	04/08/2015	Needs Approval	8:00	CLA	010-Classified Regular Earning	
<input type="checkbox"/>	04/09/2015	Needs Approval	8:00	CLA	010-Classified Regular Earning	
<input type="checkbox"/>	04/10/2015	Needs Approval	8:00	CLA	010-Classified Regular Earning	

Approval
 Select All | Deselect All | Approve

Return to Calendar
 Return to Select Employee
 Manager Self Service
 Time Management

Supervisor Approving Reported Time

Step 5: Enter Comments

In the Comment box, enter comments related to time entered on a specific day.

Note: Each day has its own comment box.

- You may choose to include your comments in the Approval
- Comments may not be deleted

The screenshot shows the 'TR Comments' window for Bob Fynch, Sr. Programmer Analyst. The window title is 'TR Comments' and it includes a 'Help' link. Below the header, there is a 'Comments' section with the employee's name and ID (0000886696) and employment record (0). A 'Note' box states: 'Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.' Below this is a table of comments for the date 04/02/2015. The table has columns for 'User ID', 'DateTime Created', 'Source', 'Include in Approval Comments', and 'Comment'. One entry is visible for user HKOWALS at 04/08/2015 1:06PM from 'Time Reporting'. The 'Comment' cell for this entry is highlighted with an orange box. At the bottom, there are buttons for 'Add Comment', 'OK', 'Cancel', and 'Apply'.

Step 6: Click



to add multiple comment boxes to a specific day.

Step 7: Click



when finished

The screenshot shows the 'TR Comments' window for Bob Fynch, Sr. Programmer Analyst. The window title is 'TR Comments' and it includes a 'Help' link. Below the header, there is a 'Comments' section with the employee's name and ID (0000886696) and employment record (0). A 'Note' box states: 'Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.' Below this is a table of comments for the date 04/01/2015. The table has columns for 'User ID', 'DateTime Created', 'Source', 'Include in Approval Comments', and 'Comment'. Two entries are visible for user HKOWALS at 04/08/2015 1:20PM from 'Time Reporting'. The 'Comment' cells for both entries are highlighted with an orange box. At the bottom, there are buttons for 'Add Comment', 'OK', 'Cancel', and 'Apply'.

Supervisor Approving Reported Time

Step 8: : Click **Select All** in the Approval section

A checkmark will appear next to all dates needing approval

Note: The date you entered comments on will now show writing in the cloud.

Reported Time Status Personalize | Find | | 1-10 of 10

Select	Date	Reported Status	Total TRC	Description	Comments
<input checked="" type="checkbox"/>	03/30/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
<input checked="" type="checkbox"/>	03/31/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
<input checked="" type="checkbox"/>	04/01/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
<input checked="" type="checkbox"/>	04/02/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
<input checked="" type="checkbox"/>	04/03/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
<input checked="" type="checkbox"/>	04/06/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
<input checked="" type="checkbox"/>	04/07/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
<input checked="" type="checkbox"/>	04/08/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
<input checked="" type="checkbox"/>	04/09/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
<input checked="" type="checkbox"/>	04/10/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	

Approval

Select All **Deselect All** **Approve**

Step 9: Click **Approve**

Reported Time Status Personalize | Find | | 1-10 of 10

Select	Date	Reported Status	Total TRC	Description	Comments
<input checked="" type="checkbox"/>	03/30/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
<input checked="" type="checkbox"/>	03/31/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
<input checked="" type="checkbox"/>	04/01/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
<input checked="" type="checkbox"/>	04/02/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
<input checked="" type="checkbox"/>	04/03/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
<input checked="" type="checkbox"/>	04/06/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
<input checked="" type="checkbox"/>	04/07/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
<input checked="" type="checkbox"/>	04/08/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
<input checked="" type="checkbox"/>	04/09/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	
<input checked="" type="checkbox"/>	04/10/2015	Needs Approval	8.00 CLA	010-Classified Regular Earning	

Approval

Select All **Deselect All** **Approve**

Supervisor Approving Reported Time

Step 10: Message

- Are you sure you want to approve the selected time?
- Once approved you cannot change the submission.

Step 11: Click

Message

Are you sure you want to approve the time selected? (13504,2500)

Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

Step 12: Approval

Confirmation stating your transactions were successfully approved

Step 13: Click

You have successfully approved a Timesheet with or without comments.

Timesheet

Approve Confirmation



Selected transactions were successfully approved.