APPROVING REPORTED TIME

What do I do?  
Process Overview

For purposes of this reference you will approve time for a biweekly employee.

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. Navigate Employee Self Service > Time and Labor Supervisor > Select Approve My Monthly or Approve My Biweekly Reporters
4. Double click Employee Name
5. Approve All reported time from timesheet calendar view
6. Steps to Update/Deny or Add Comments
7. Click OK – Approve Selected time
8. Click OK – Approval Confirmation

Where do I go?  

MyBGSU>Employee Self-Service>Time and Labor Supervisor

SECTION I  
NAVIGATION

Step 1: Click MyBGSU

Supervisors & Time Administrators approve employee’s time through the MyBGSU portal.

Supervisors have the ability to access Time and Labor from “off campus”

From the bgsu.edu home page access MyBGSU.

Step 2: Enter Username and Password

Access MyBGSU and enter your username and password.
Step 3: Click
- Time and Labor Supervisor
- Approve My Monthly or Biweekly Reporters

NOTE: only the Time and Labor Supervisors are able to approve time off-campus!

For purposes of this reference approval of biweekly reported time is being used.

SECTION I: Timesheet Summary

Step 4: Double-click the Employee Name

To approve an employee’s hours, click on the employee’s name and the system takes you to the employee’s Timesheet Calendar.

The Timesheet Summary page offers a View By: default as Reporting Period.

The Previous Pay Period & Next Time Period helps you navigate to the last day of the previous pay period or to the first day of a pay period.
### Section II
**Timesheet Calendar**

**Step 5: Click Approve All button**

Clicking the “Approve All” button will approve all of the reported time appearing on the calendar for the employee.

The Timesheet page defaults the View By field to Time Period and the Date is defaulted to the First day of the pay period. A Next Employee link navigates you to next employee’s timesheet.

OR

Select to view the employee’s timesheet in detail. (See alternative Step 6, Section II.)

<table>
<thead>
<tr>
<th><strong>Section II</strong></th>
<th><strong>Timesheet</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 6: How to Update/Deny or add Comments:</strong></td>
<td>Click <strong>Update/Deny/Comments</strong> on the bottom of the Timesheet page</td>
</tr>
</tbody>
</table>
Clicking the Update/Deny/Comments link takes you to the employee’s detailed Timesheet.

Notice the Timesheet automatically displays the Reported Time Status view.

**NOTE:** to add a comment to an employee’s time reported you must be on the employee’s Timesheet detail page.

After making comments Click Select All link

The Select All link selects all of the reported time.

Click Approve Selected

The Approve Selected button approves ALL reported time you selected.
# APPROVING REPORTED TIME

**Step 7: Click OK**

Once the reported time has been selected and approved, the system prompts a message, **“Are you sure you want to approve the time selected?”**

**NOTE:** once the time is approved and saved, the time **CANNOT** be “Unapproved”!

**Step 8: Click OK**

The system prompts an Approve Confirmation was successful message.

Revised 3/12/2012