

# **eUMB Electronic Timesheets**

## **T&L Initiators – Approving Timesheets**

**Created on Monday, March 22, 2010**

---

## COPYRIGHT & TRADEMARKS

Copyright © 2003, 2007, Oracle. All rights reserved. Powered by OnDemand Software.  
Distributed by Oracle under license from Global Knowledge Software LLC. © 1998-2007. All rights reserved.

The information contained in this document is subject to change without notice. If you find any problems in the documentation, please report them to us in writing. This document is not warranted to be error-free. Except as may be expressly permitted in your license agreement for these Programs, no part of these Programs may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose.

If this documentation is delivered to the United States Government or anyone using the documentation on behalf of the United States Government, the following notice is applicable:

### U.S. GOVERNMENT RIGHTS

The U.S. Government's rights to use, modify, reproduce, release, perform, display, or disclose these training materials are restricted by the terms of the applicable Oracle license agreement and/or the applicable U.S. Government contract.

Oracle, JD Edwards, PeopleSoft, and Siebel are registered trademarks of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

## Table of Contents

<b>eUMB Electronic Timesheets</b> .....	<b>1</b>
<b>T&amp;L Initiators</b> .....	<b>1</b>
Approving Timesheets (030310) .....	1
Approval Exercise - Accessing and Approving Timesheets .....	7



## eUMB Electronic Timesheets

### T&L Initiators

#### Approving Timesheets (030310)

This topic covers **Approving Timesheets**. Starting with Pay Period (PP) 10-21 (3/28 – 4/10), electronic timesheets will be entered and approved using the eUMB electronic timesheet process for exempt employees. This means that once employees enter their time, it will automatically be routed to the supervisor for approval, then once approved by the supervisor, will be routed to the T&L Initiator for the next level of approval.

#### Procedure





This topic introduces you to the electronic timesheet approval process.

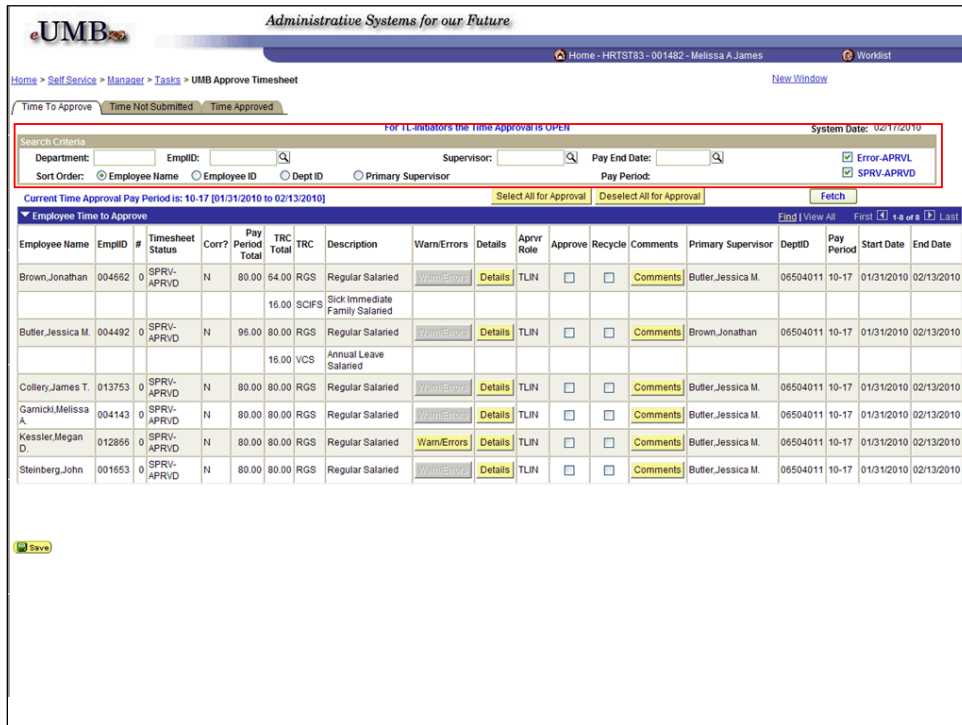
This includes an overview of the process, how to access the approval page, how to approve time, how to make corrections, and how to recycle a timesheet to an employee for corrections.

**\*\*\* IMPORTANT \*\*\*** This is the third of three topics that T&L Initiators need to take in order to understand all aspects of the Electronic Timesheet process. The suggested order for review and completion is:

- 1 - Supervisor Setup (under the T&L Initiator folder)
- 2 - Electronic Timesheets (under the Exempt Employees folder)
- 3 - Approving Timesheets (this topic)

Step	Action
1.	<p><b>Time Parameters for Timesheets in eUMB</b></p> <p>It is important to note that the processing schedule that currently exists for the approval process for T&amp;L Initiators will continue to be the same. You will not be able to approve electronic timesheets until Leave Accrual is run.</p> <p>Also, once you have approved the electronic timesheets, they will be routed to the T&amp;L Approver for final approval. These processes will not change.</p>
2.	<p>From the <b>eUMB HRMS</b> home page, you will use the menu to navigate to the <b>UMB Approve Timesheet</b> page.</p> <p>Click the <b>Self Service</b> link.</p> <p><a href="#">Self Service</a></p>

Step	Action
3.	Click the <b>Manager</b> link. 
4.	Click the <b>Tasks</b> link. 
5.	Click the <b>UMB Approve Timesheet</b> link. 
6.	This is the <b>Approve Timesheet</b> page.  In the <b>Search Criteria</b> section, we're going to enter a partial department number to narrow our search. This is not required, though. If you only have access to one department, or you want to view everyone at once, you can leave this field blank.  Enter " <b>0650</b> " into the <b>Department</b> field.
7.	<b>Scroll</b> to the right.
8.	Click the <b>Fetch</b> button. 
9.	Now that we have our search results, we're going to look at a few screenshots of this page in order to explain how the page is set up.



The screenshot shows the 'UMB Approve Timesheet' interface. At the top, there's a navigation bar with 'Home - HRTST83 - 001482 - Melissa A James' and a 'Worklist' link. Below that, a breadcrumb trail reads 'Home > Self Service > Manager > Tasks > UMB Approve Timesheet'. The main area has tabs for 'Time To Approve', 'Time Not Submitted', and 'Time Approved'. A search criteria section is highlighted with a red box, containing fields for Department, EmpID, Supervisor, and Pay End Date, along with checkboxes for 'Error-APRVL' and 'SPRV-APRVD'. Below the search criteria, there's a table titled 'Employee Time to Approve' with columns for Employee Name, EmpID, #, Timesheet Status, Corr?, Pay Period Total, TRC Total, TRC, Description, Warn/Errors, Details, Aprvr Role, Approve, Recycle, Comments, Primary Supervisor, DeptID, Pay Period, Start Date, and End Date. The table lists several employees with their respective timesheet details and approval status.

Step	Action
10.	<p>There are three tabs towards the top of the Approve Timesheet page. We are presently looking at the <b>Time To Approve</b> tab.</p> <p>Above the Search Criteria box, you will be notified as to whether time approval is open or closed. If it is "closed", you can view this page but you will not be able to approve any timesheets.</p> <p><b>Search Criteria</b> – This section allows you to search for timesheets based on a number of factors.</p> <p><u>Department</u> – Useful if you cover more than one department and only want to look at one at a time.</p> <p><u>EmplID</u> – Allows you to retrieve one employee’s timesheet at a time.</p> <p><u>Supervisor</u> – You can pull up all employees under a specific supervisor.</p> <p><u>Pay End Date</u> – This field will accept the date in a number of different formats, such as 032710, 3/27/2010, 03-27-10, or 3-27-2010. The system will only accept the end date of a pay period. If you enter any other date, the system will not accept it. You can click on the Search icon to look for the end date of a specific pay period.</p> <p><u>Checkboxes</u> – As a T&amp;L Initiator, you will be able to view timesheets with these two statuses. They are both selected by default.</p> <ul style="list-style-type: none"> <li>• <i>Error-APRVL</i> - This is an "approval error,". If an employee submits more than one timesheet with leave recorded, and if the cumulative total of the leave reported on these timesheets would cause the employee’s leave balance to go into the negative, this error will be returned. This has to be corrected before the timesheet(s) in question can be approved.</li> <li>• <i>SPRV-APRVD</i> - Timesheets with this status have been approved by the supervisor and are ready to be approved by the T&amp;L Initiator.</li> </ul> <p><u>Sort Order</u> – You can choose the order in which you retrieve the timesheets.</p> <p><u>Select All for Approval/ Deselect All for Approval</u> – a quick way to select or deselect all employees timesheets for approval.</p> <p><u>Fetch</u> - Will retrieve the applicable timesheets based on the search criteria.</p> <p>For informational purposes, the current approval pay period ID will always appear under Search Criteria.</p>

Employee Name	EmpID	#	Timesheet Status	Corr?	Pay Period Total	TRC Total	TRC	Description	Warn/Errors	Details	Aprvr Role	Approve	Recycle	Comments	Primary Supervisor	DeptID	Pay Period	Start Date	End Date
Brown,Jonathan	004662	0	SPRV-APRVD	N	80.00	84.00	RGS	Regular Salaried	Warn/Errors	Details	TLIN	<input type="checkbox"/>	<input type="checkbox"/>	Comments	Butler,Jessica M.	06504011	10-17	01/31/2010	02/13/2010
						16.00	SCIFS	Sick Immediate Family Salaried											
Butler,Jessica M.	004492	0	SPRV-APRVD	N	96.00	80.00	RGS	Regular Salaried	Warn/Errors	Details	TLIN	<input type="checkbox"/>	<input type="checkbox"/>	Comments	Brown,Jonathan	06504011	10-17	01/31/2010	02/13/2010
						16.00	VCS	Annual Leave Salaried											
Collier,James T.	013753	0	SPRV-APRVD	N	80.00	80.00	RGS	Regular Salaried	Warn/Errors	Details	TLIN	<input type="checkbox"/>	<input type="checkbox"/>	Comments	Butler,Jessica M.	06504011	10-17	01/31/2010	02/13/2010
Garmick,Melissa A.	004143	0	SPRV-APRVD	N	80.00	80.00	RGS	Regular Salaried	Warn/Errors	Details	TLIN	<input type="checkbox"/>	<input type="checkbox"/>	Comments	Butler,Jessica M.	06504011	10-17	01/31/2010	02/13/2010
Kessler,Megan D.	012866	0	SPRV-APRVD	N	80.00	80.00	RGS	Regular Salaried	Warn/Errors	Details	TLIN	<input type="checkbox"/>	<input type="checkbox"/>	Comments	Butler,Jessica M.	06504011	10-17	01/31/2010	02/13/2010
Steinberg,John	001653	0	SPRV-APRVD	N	80.00	80.00	RGS	Regular Salaried	Warn/Errors	Details	TLIN	<input type="checkbox"/>	<input type="checkbox"/>	Comments	Butler,Jessica M.	06504011	10-17	01/31/2010	02/13/2010

Step	Action
11.	<p>Once the Fetch button is selected, the search results will appear. Let's take a moment to review the columns:</p> <ul style="list-style-type: none"> <li>• <b>Employee Name</b> through <b>#</b> – the employee's identifying information as recorded in eUMB.</li> <li>• <b>Status</b> – The status for each timesheet.</li> <li>• <b>Corr?</b> – If a "Y" appears, this timesheet is correcting a previously submitted timesheet.</li> <li>• <b>Pay Period Total</b> – The total of hours being submitted for the pay period.</li> <li>• <b>TRC Total</b> – The total hours broken down by Time Reporting Code (TRC).</li> <li>• <b>TRC</b> – The Time Reporting Code.</li> <li>• <b>Description</b> – Description of the TRC.</li> <li>• <b>Warn/Errors</b> – If the button is active, there are possible issues with the timesheet. This will be discussed in more detail later.</li> <li>• <b>Details</b> – You can view the employee's timesheet.</li> <li>• <b>Aprvr Role</b> – What your role is. You should see "TLIN".</li> <li>• <b>Approve</b> – Checkbox allowing you to approve a timesheet.</li> <li>• <b>Recycle</b> – Checkbox allowing you to recycle a timesheet. You will use this if there is a problem with the timesheet that you need the employee to fix.</li> <li>• <b>Comments</b> – If you are going to recycle a timesheet, you will explain why using this button.</li> <li>• <b>Primary Supervisor</b> - for the employee.</li> <li>• <b>DeptID</b> - of the department the employee works in.</li> <li>• <b>Pay Run ID</b> – This may be helpful if an employee has submitted more than one timesheet (e.g., he or she was on vacation and missed the last pay period).</li> <li>• <b>Start Date</b> – of the pay period</li> <li>• <b>End Date</b> – of the pay period</li> </ul> <p>Let's now look at the <b>Time Not Submitted</b> tab.</p>



The screenshot displays the 'Time Not Submitted' tab of the 'UMB Approve Timesheet' application. At the top, there are navigation links for 'Home', 'Self Service', 'Manager', and 'Tasks'. Below this, there are search criteria fields for Department, EmpID, Supervisor, and Pay End Date. There are also checkboxes for 'Not-Submtd' and 'Recycled'. A table below shows employee data with columns for Employee Name, EmpID, Timesheet Status, Corr?, Pay Period Total, TRC Total, TRC, Description, Details, Primary Supervisor, DeptID, Pay Period, Start Date, and End Date. The table lists several employees with their respective timesheet statuses and details. A 'Save' button is visible at the bottom left.

Employee Name	EmpID	#	Timesheet Status	Corr?	Pay Period Total	TRC Total	TRC	Description	Details	Primary Supervisor	DeptID	Pay Period	Start Date	End Date
Chamberlain, Theresa M.	001748	0	NotEntered	N	0.00	0.00			Details	Brown, Jonathan	06504011	10-17	01/31/2010	02/13/2010
Coombs, Jean	002848	0	NotEntered	N	0.00	0.00			Details	Butler, Jessica M.	06504011	10-17	01/31/2010	02/13/2010
DeGraw, Richard M.	015883	0	Recycled	N	88.00	80.00	RGS	Regular Salaried	Details	Butler, Jessica M.	06504011	10-17	01/31/2010	02/13/2010
						8.00	VCS	Annual Leave Salaried						
Fife, Terence J.	002958	0	Recycled	N	96.00	80.00	RGS	Regular Salaried	Details	Butler, Jessica M.	06504011	10-17	01/31/2010	02/13/2010
						16.00	VCS	Annual Leave Salaried						
Jenkins, Kathryn J.	015913	0	NotEntered	N	0.00	0.00			Details	Butler, Jessica M.	06504011	10-17	01/31/2010	02/13/2010

Step	Action
12.	<p>This is the <b>Time Not Submitted</b> tab. It is used to display employees who have not submitted their timesheet or the timesheet has been recycled (returned to the employee).</p> <p>The search criteria and results are similar, if not identical, to the <b>Time To Approve</b> tab.</p> <p>In the <b>Search Criteria</b> section, the Checkboxes will allow you to view timesheets with these two statuses:</p> <ul style="list-style-type: none"> <li>• <i>Not-Submtd</i> - The timesheet for the pay period in the Pay Period ID column was never submitted.</li> <li>• <i>Recycled</i> - If an error was found by either the supervisor or T&amp;L Initiator and the timesheet was returned to the employee, this status will appear on this tab until the employee makes the correction and resubmits his/her timesheet.</li> </ul> <p>Let's take a look at the final tab on this page, the <b>Time Approved</b> tab.</p>

The screenshot shows the 'Time Approved' tab in the UMB eUMB Electronic Timesheets application. The search criteria section includes fields for Department, EmpID, Supervisor, and Pay End Date (02/13/2010). There are checkboxes for 'TLIN-APRVD' and 'Loaded'. Below the search criteria, a table displays the following data:

Employee Name	EmpID	#	Corr?	Timesheet Status	Date Approved	Pay Period Total	TRC Total	TRC	Description	Details	Primary Supervisor	DeptID	Pay Period	Start Date	End Date
KopecChristine	002138	0	N	TLIN-APRVD	02/17/2010	80.00	80.00	RGS	Regular Salaried	Details	Butler, Jessica M.	06504011	10-17	01/31/2010	02/13/2010

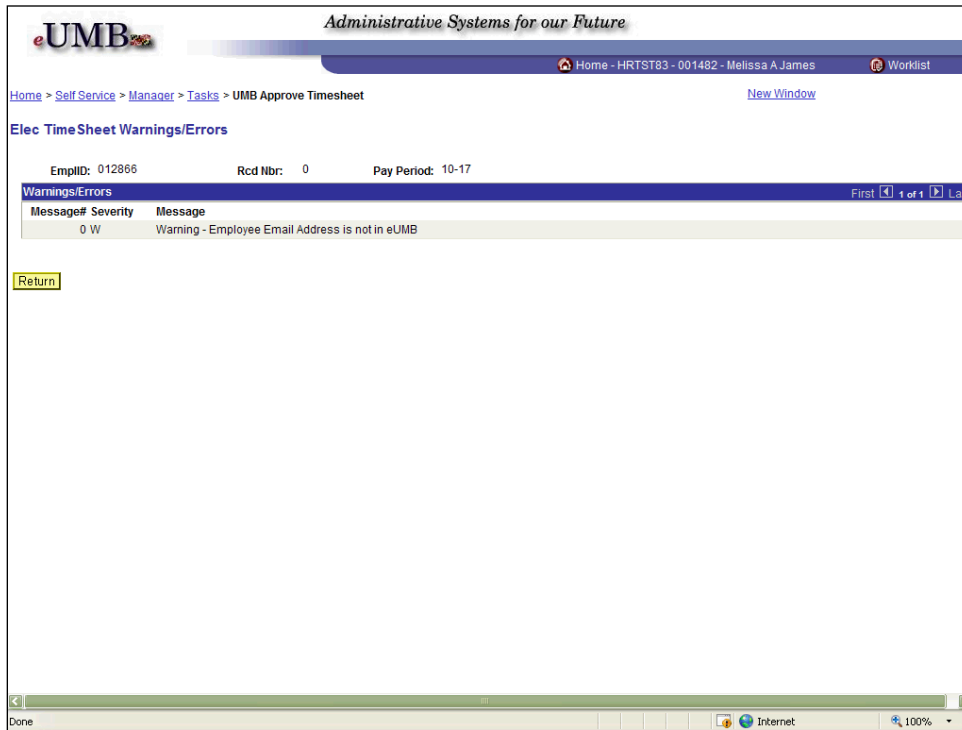
Step	Action
13.	<p>This is the <b>Time Approved</b> tab. Timesheets that have been approved by the supervisor or payroll rep or that have been loaded will appear on this tab.</p> <p>The search criteria and results are similar, if not identical, to the <b>Time To Approve</b> tab.</p> <p>In the <b>Search Criteria</b> section, the Checkboxes will allow you to view timesheets with these two statuses:</p> <ul style="list-style-type: none"> <li>• <i>TLIN-APRVD</i> - Timesheets approved at the T&amp;L Initiator level.</li> <li>• <i>Loaded</i> - Timesheets that have been loaded.</li> </ul> <p>This completes the overview of the three tabs. Now we're going to walk through a couple of exercises to learn how this page works.</p>


Step	Action
14.	<p data-bbox="462 262 1250 294"><b>Approval Exercise - Accessing and Approving Timesheets</b></p> <p data-bbox="462 331 1409 464">For this exercise, you are Melissa James. You are the T&amp;L Initiator for department 0650411. Once you receive notification that Leave Accrual has run, you can access and determine if the timesheets are ready to be approved for your department(s).</p> <p data-bbox="462 501 646 529"><b>Best Practices:</b></p> <ul data-bbox="462 533 1430 898" style="list-style-type: none"><li data-bbox="462 533 1430 596">* Review both <i>Pay Period Total</i> and <i>TRC Total</i> to help determine if the time is accurate.</li><li data-bbox="462 634 1175 661">* If the “Warn/Errors” button is active, click on it to review.</li><li data-bbox="462 699 1360 762">* If you have any questions or concerns about the employee’s time, click on “Details” to review their actual timesheet.</li><li data-bbox="462 800 1430 898">* Use the “Comments” button to explain why you are recycling a timesheet. This information will appear in an e-mail to the employee so that he or she will know what the problem is.</li></ul> <p data-bbox="462 936 1404 999">You can only approve one pay period for an employee at a time, and you cannot approve future pay periods.</p>

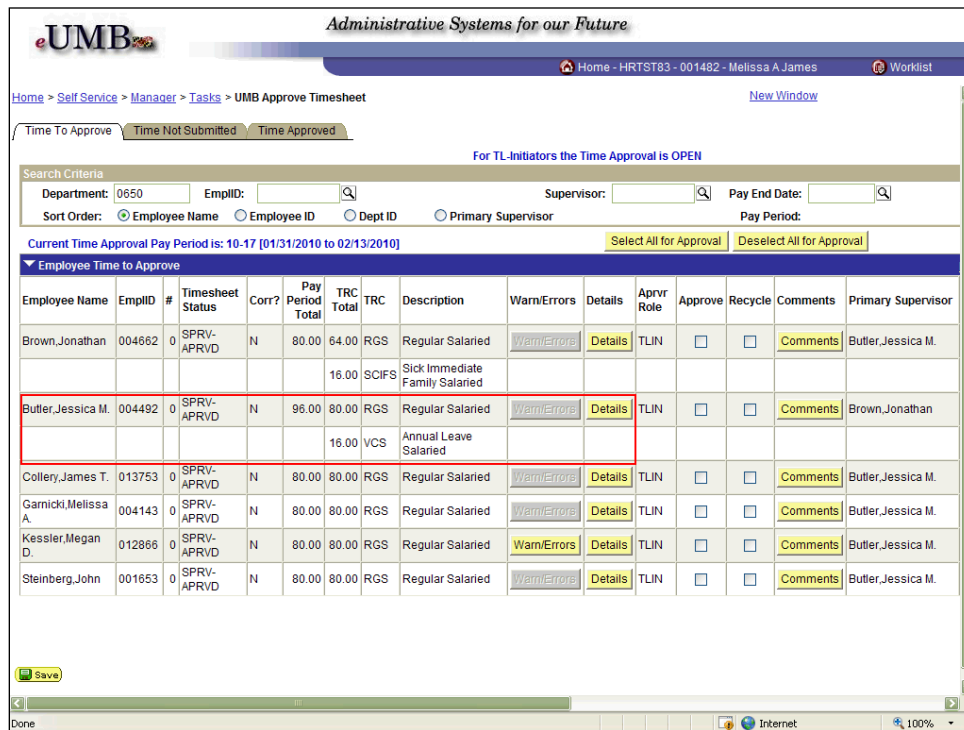
The screenshot shows the 'UMB Approve Timesheet' page. At the top, there is a navigation bar with 'Home - HRTST83 - 001482 - Melissa A James' and 'Worklist'. Below the navigation bar, there are tabs for 'Time To Approve', 'Time Not Submitted', and 'Time Approved'. The main content area has a search criteria section with fields for Department (0650), EmpID, Supervisor, and Pay End Date. Below the search criteria, there is a table titled 'Employee Time to Approve' with columns: Employee Name, EmpID #, Timesheet Status, Corr?, Pay Period Total, TRC Total, TRC, Description, Warn/Errors, Details, Aprvr Role, Approve, Recycle, Comments, and Primary Supervisor. The table contains several rows of data, including Jonathan Brown, Jessica M. Butler, James T. Coltery, Melissa A. Garnick, Megan D. Kessler, and John Steinberg. The 'Warn/Errors' button for Megan D. Kessler is highlighted with a red box. At the bottom of the page, there is a 'Save' button and a browser status bar.



Employee Name	EmpID #	Timesheet Status	Corr?	Pay Period Total	TRC Total	TRC	Description	Warn/Errors	Details	Aprvr Role	Approve	Recycle	Comments	Primary Supervisor
Brown,Jonathan	004662	0 SPRV-APRVD	N	80.00	64.00	RGS	Regular Salaried	Warn/Errors	Details	TLIN	<input type="checkbox"/>	<input type="checkbox"/>	Comments	Butler, Jessica M.
					16.00	SCIFS	Sick Immediate Family Salaried							
Butler, Jessica M.	004492	0 SPRV-APRVD	N	96.00	80.00	RGS	Regular Salaried	Warn/Errors	Details	TLIN	<input type="checkbox"/>	<input type="checkbox"/>	Comments	Brown, Jonathan
					16.00	VCS	Annual Leave Salaried							
Coltery, James T.	013753	0 SPRV-APRVD	N	80.00	80.00	RGS	Regular Salaried	Warn/Errors	Details	TLIN	<input type="checkbox"/>	<input type="checkbox"/>	Comments	Butler, Jessica M.
Garnick, Melissa A.	004143	0 SPRV-APRVD	N	80.00	80.00	RGS	Regular Salaried	Warn/Errors	Details	TLIN	<input type="checkbox"/>	<input type="checkbox"/>	Comments	Butler, Jessica M.
Kessler, Megan D.	012866	0 SPRV-APRVD	N	80.00	80.00	RGS	Regular Salaried	Warn/Errors	Details	TLIN	<input type="checkbox"/>	<input type="checkbox"/>	Comments	Butler, Jessica M.
Steinberg, John	001653	0 SPRV-APRVD	N	80.00	80.00	RGS	Regular Salaried	Warn/Errors	Details	TLIN	<input type="checkbox"/>	<input type="checkbox"/>	Comments	Butler, Jessica M.


Step	Action
15.	<p>Each employee's time is broken down by TRC. If you look at Jonathan Brown, you will see that he is submitting 80 hours total--64 regular hours and 16 Sick. You can review the totals for accuracy.</p> <p>However, Megan Kessler has an active <b>Warn/Errors</b> button. We want to look at this in more detail.</p> <p>Click the <b>Warn/Errors</b> button.</p> <p><b>Warn/Errors</b></p>

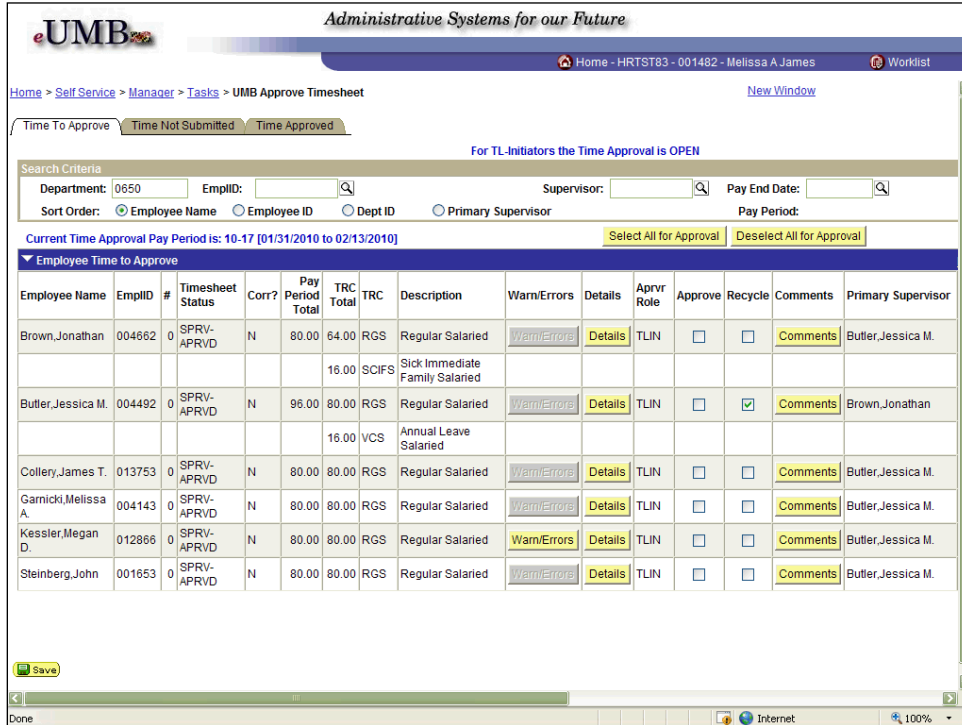


Step	Action
16.	<p>You will only see Warnings that the employee chose not to fix before submitting.</p> <p>Megan has a Warning that she does not have an e-mail address on file in eUMB.</p> <p>Without further review, this is a warning you aren't concerned about and will approve her timesheet.</p> <p>Click the <b>Return</b> button.</p> <p></p>



Step	Action
17.	<p>In continuing your review of your employees' timesheets, you notice that Jessica Butler is submitting 96 hours. Since she normally submits only 80 this seems odd to you, so you want to look at her timesheet for more information.</p> <p>Click the <b>Details</b> button.</p> 
18.	<p>The timesheet will open in a separate window.</p> <p>In looking at her timesheet, you notice that she recorded two days of annual leave on Thu 02/04 and Fri 02/05. However, she did not clear out her Regular hours. This is why 96 hours are appearing instead of 80. You need Jessica to correct this before you can approve it.</p> <p><b>Note:</b> Anytime you have a question about an employee's timesheet, whether it be due to the fact that they submitted it with warnings, as we saw with Megan Kessler, or because the hours simply seem off, we always strongly recommend that you view the actual timesheet itself.</p> <p>Click the <b>Close</b> button.</p> 

Step	Action
19.	<p>In order to return a timesheet to an employee, you must check <b>Recycle</b> for that employee.</p> <p>Click the <b>Recycle</b> option.</p> 



Administrative Systems for our Future

Home - HRTST83 - 001482 - Melissa A James Worklist

Home > Self Service > Manager > Tasks > UMB Approve Timesheet

Time To Approve | Time Not Submitted | Time Approved

For TL-Initiators the Time Approval is OPEN

Search Criteria


Department: 0650 EmplID: Supervisor: Pay End Date:

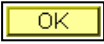
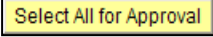

Sort Order:  Employee Name  Employee ID  Dept ID  Primary Supervisor Pay Period:

Current Time Approval Pay Period is: 10-17 [01/31/2010 to 02/13/2010] [Select All for Approval](#) [Deselect All for Approval](#)

Employee Name	EmplID	#	Timesheet Status	Corr?	Pay Period Total	TRC Total	TRC	Description	Warn/Errors	Details	Aprvr Role	Approve	Recycle	Comments	Primary Supervisor
Brown,Jonathan	004662	0	SPRV-APRVD	N	80.00	64.00	RGS	Regular Salaried	Warn/Errors	Details	TLIN	<input type="checkbox"/>	<input type="checkbox"/>	Comments	Butler, Jessica M.
						16.00	SCIFS	Sick Immediate Family Salaried							
Butler, Jessica M.	004492	0	SPRV-APRVD	N	96.00	80.00	RGS	Regular Salaried	Warn/Errors	Details	TLIN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Comments	Brown,Jonathan
						16.00	VCS	Annual Leave Salaried							
Collery, James T.	013753	0	SPRV-APRVD	N	80.00	80.00	RGS	Regular Salaried	Warn/Errors	Details	TLIN	<input type="checkbox"/>	<input type="checkbox"/>	Comments	Butler, Jessica M.
Garnicki, Melissa A.	004143	0	SPRV-APRVD	N	80.00	80.00	RGS	Regular Salaried	Warn/Errors	Details	TLIN	<input type="checkbox"/>	<input type="checkbox"/>	Comments	Butler, Jessica M.
Kessler, Megan D.	012866	0	SPRV-APRVD	N	80.00	80.00	RGS	Regular Salaried	Warn/Errors	Details	TLIN	<input type="checkbox"/>	<input type="checkbox"/>	Comments	Butler, Jessica M.
Steinberg, John	001653	0	SPRV-APRVD	N	80.00	80.00	RGS	Regular Salaried	Warn/Errors	Details	TLIN	<input type="checkbox"/>	<input type="checkbox"/>	Comments	Butler, Jessica M.

[Save](#)

Step	Action
20.	<p>Again, a Best Practice is to include a Comment so that the employee will know why the timesheet is being returned to them.</p> <p>In order to enter comments, you must select <b>Recycle</b> first.</p> <p>Click the <b>Comments</b> button.</p> 
21.	<p>Any comments you enter will only appear in an e-mail to the employee.</p> <p>Enter "<b>You entered both annual leave and regular hours for 2/4 and 2/5. Please correct.</b>" into the <b>Time Approvers Comments</b> field.</p> <p>(For the purpose of the UPK training, press <b>[Enter]</b> on your keyboard if you have problems entering text in the field.)</p>

Step	Action
22.	<p>Click the <b>Ok</b> button.</p> 
23.	<p>You've determined that the timesheets other than Jessica's are fine and ready to be approved.</p> <p>Click the <b>Select All for Approval</b> button.</p> 
24.	<p>All the timesheets that had nothing selected (Approve or Recycle) will now appear with checks in the <b>Approve</b> checkbox.</p> <p>Click the <b>Save</b> button.</p> 

**eUMB** Administrative Systems for our Future

Home - HRTST83 - 001482 - Melissa A James Worklist

Home > Self Service > Manager > Tasks > UMB Approve Timesheet [New Window](#)

Time To Approve | Time Not Submitted | Time Approved

For TL-Initiators the Time Approval is OPEN

Search Criteria  
 Department: 0650 EmpID: Supervisor: Pay End Date:  
 Sort Order:  Employee Name  Employee ID  Dept ID  Primary Supervisor Pay Period:  
 Current Time Approval Pay Period is: 10-17 [01/31/2010 to 02/13/2010] [Select All for Approval](#) [Deselect All for Approval](#)

Employee Time to Approve

Employee Name	EmpID	#	Timesheet Status	Corr?	Pay Period Total	TRC Total	TRC	Description	Warn/Errors	Details	APRV Role	Approve	Recycle	Comments	Primary Supervisor
Brown,Jonathan	004662	0	TLIN-APRVD	N	80.00	64.00	RGS	Regular Salaried	<a href="#">Warn/Errors</a>	<a href="#">Details</a>	TLIN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Comments</a>	Butler, Jessica M.
						16.00	SCIFS	Sick Immediate Family Salaried							
Butler, Jessica M.	004492	0	Recycled	N	96.00	80.00	RGS	Regular Salaried	<a href="#">Warn/Errors</a>	<a href="#">Details</a>	TLIN	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Comments</a>	Brown, Jonathan
						16.00	VCS	Annual Leave Salaried							
Collery, James T.	013753	0	TLIN-APRVD	N	80.00	80.00	RGS	Regular Salaried	<a href="#">Warn/Errors</a>	<a href="#">Details</a>	TLIN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Comments</a>	Butler, Jessica M.
Garnicki, Melissa A.	004143	0	TLIN-APRVD	N	80.00	80.00	RGS	Regular Salaried	<a href="#">Warn/Errors</a>	<a href="#">Details</a>	TLIN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Comments</a>	Butler, Jessica M.
Kessler, Megan D.	012866	0	TLIN-APRVD	N	80.00	80.00	RGS	Regular Salaried	<a href="#">Warn/Errors</a>	<a href="#">Details</a>	TLIN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Comments</a>	Butler, Jessica M.
Steinberg, John	001653	0	TLIN-APRVD	N	80.00	80.00	RGS	Regular Salaried	<a href="#">Warn/Errors</a>	<a href="#">Details</a>	TLIN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Comments</a>	Butler, Jessica M.

[Save](#)

Done Internet 100%



Step	Action
25.	<p>The <b>Approve/ Recycle</b> checkboxes are now grayed out. If you look at the Status column, you will now see that the Status for these timesheets changed to either Recycled or TLIN- APRVD.</p> <p>If the T&amp;L Initiator is also the supervisor, both levels of approval will happen at the same time.</p> <p>Once Jessica makes her corrections and resubmits the timesheet, it will go through the normal process to her supervisor and then to you.</p> <p>This concludes the Approval Exercise.</p>
26.	<p><b>Weekly Elapsed Time (WET) Page</b></p> <p>The electronic timesheets are loaded to Time and Labor nightly. Only days where the hours are different than the employee's schedule will be picked up.</p> <p>Once the timesheets are loaded to the WET page, you will only be able to:</p> <ul style="list-style-type: none"> <li>* Make TRC adjustments using adjustment TRC's.</li> <li>* List override reasons.</li> <li>* View non-adjustment TRC's.</li> </ul> <p>If you access the WET page for an exempt employee, you will see a "Warning" at the top reminding you that you can no longer enter time or leave for that employee.</p>
27.	<p>This concludes the <b>Timesheet Approval</b> topic.</p> <p>If you have questions or need further assistance, please contact FS-Payroll.</p> <p><b>End of Procedure.</b></p>