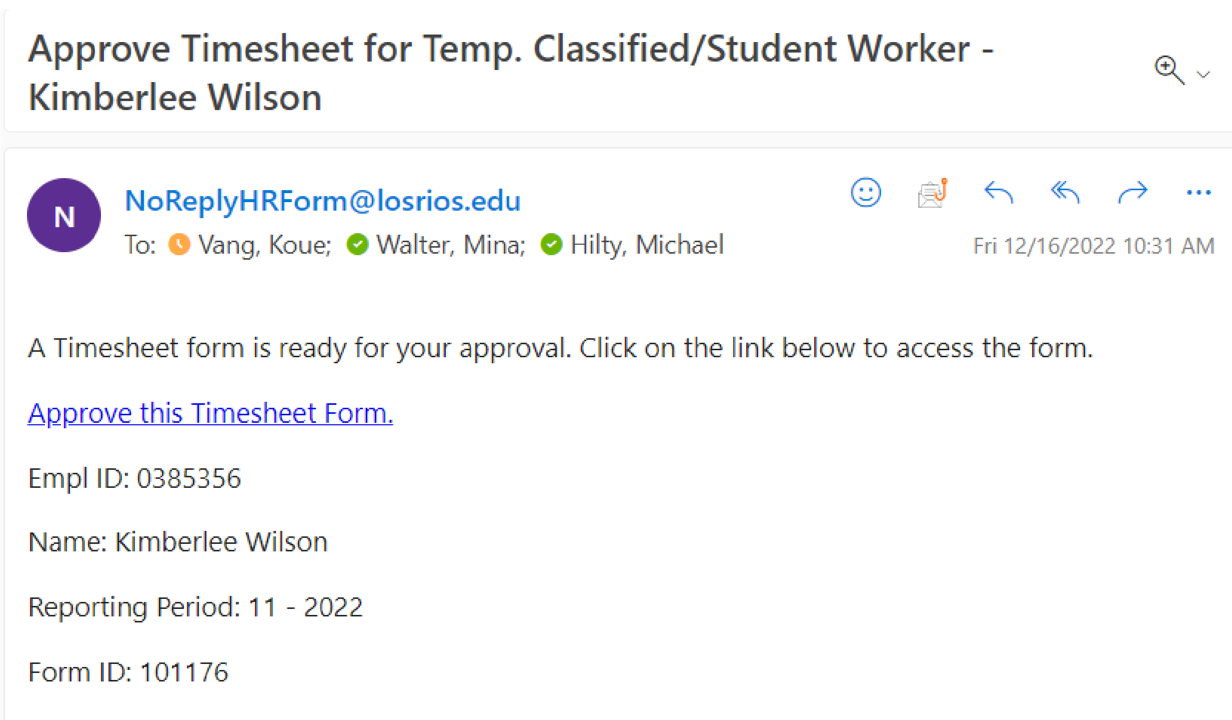
Online Timesheet Reviewer/Approver Guide

Option 1:

Email notifications are sent to the employee supervisor/manager <u>AND</u> the next level supervisor/manager.

Step 1 - An email will be sent to your email address notifying you of a timesheet ready for review. The email will look similar to:



Approve Timesheet for Temp. Classified/Student Worker - Kimberlee Wilson

NoReplyHRForm@losrios.edu
To: Vang, Koue; Walter, Mina; Hilty, Michael
Fri 12/16/2022 10:31 AM

A Timesheet form is ready for your approval. Click on the link below to access the form.

Approve this Timesheet Form.

Empl ID: 0385356

Name: Kimberlee Wilson

Reporting Period: 11 - 2022

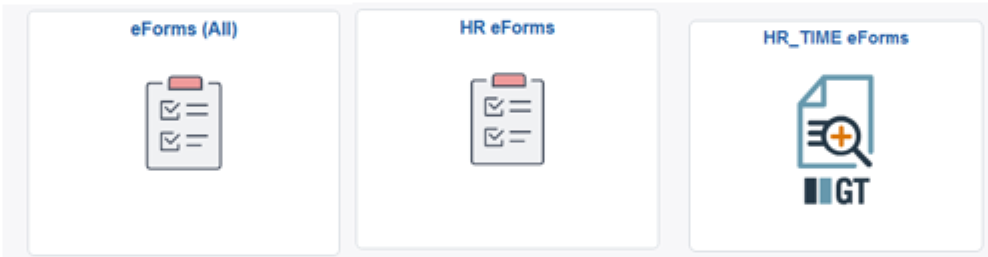
Form ID: 101176

OR

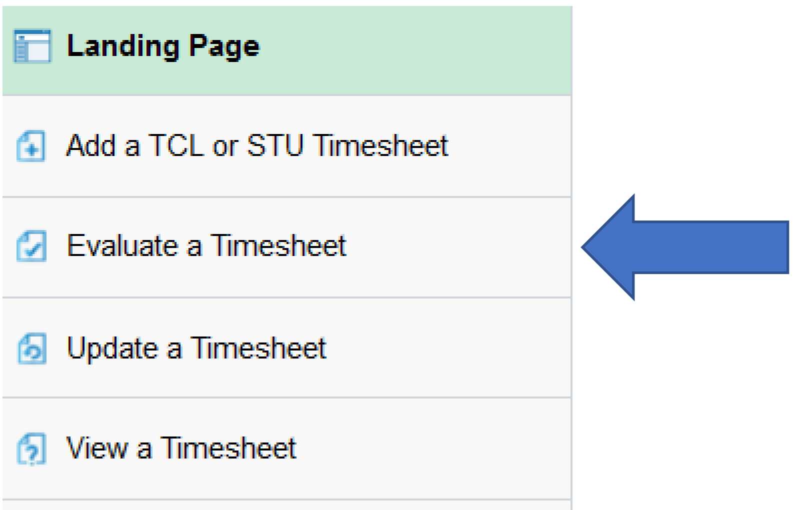
Option 2:

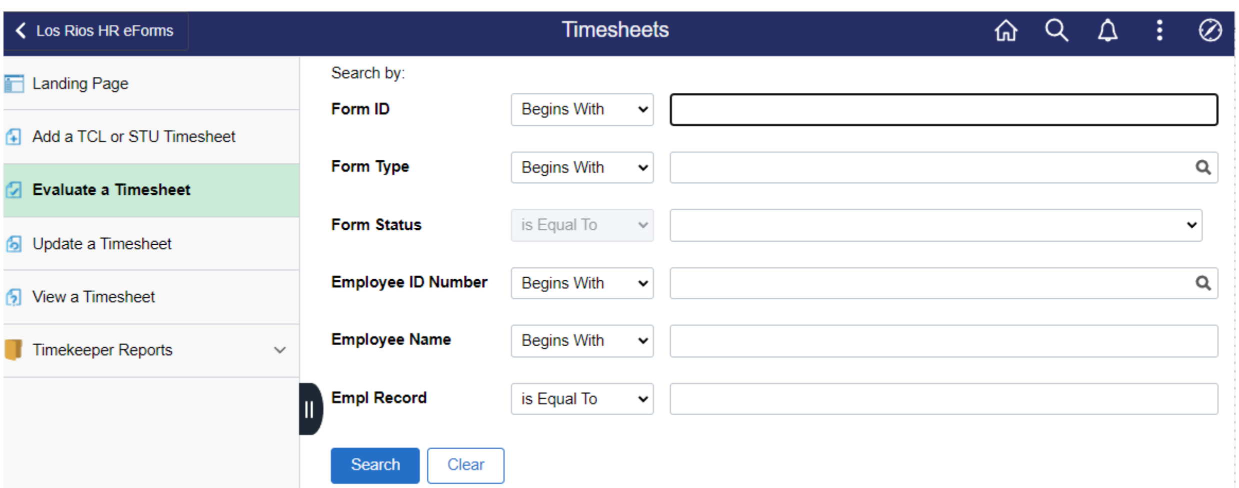
Step 1 - Log into Employee Self Service

Click on "eForms (All)" "HR eForms" "HR_TIME eForms"



Select “Evaluate a Timesheet” from the tab on the left side of the page.





If you know the Form ID, then enter it and select SEARCH, or enter a search fields and locate the timesheet to be reviewed. You can leave all fields blank and select SEARCH to see any forms available for you to review/approve.

Both Option 1 and 2:

Step 2 –

- When reviewing a timesheet, all the information on the form is read-only with the exception of the Account Information hours allocation section.
- If there are corrections needed on the timesheet, you will need to select RECYCLE. When selecting RECYCLE, include instructions in the comment box of changes or corrections needed.
- If the timesheet is incorrect and not able to be fixed, select DENY to cancel the timesheet.
- If all looks correct, then review the Account Information section and enter the allocations of the hours to the correct funding strings.

Account Information

This area is where the hours are assigned to an appropriate funding string. The budget strings are based on the budget info submitted on the employee Intent. The form initiator will not see this section, it is only enabled for the Reviewer and Supervisor.

Fields:

Business Unit – Read- only
Account – Read-only
Fund Code – Read-only
Department – Read-only
Program Code – Read-only
Project/Grant – Read-only
Compensation Rate – Read-only
Regular Hours – regular hours to be assigned to this particular funding row

   a. **Editable by reviewer**
   b. **Total of all budget rows regular hours must match monthly summary regular hours total**

Overtime Hours – overtime hours to be assigned to this particular funding row

   a. **Editable by reviewer**
   b. **Total of all budget rows overtime hours must match monthly summary overtime hours total**

Available Reviewer Actions

- **DENY** - Cancel complete request. Form will no longer be editable
- **RECYCLE** - Submit request back to initiator for changes (NOTE: Include instructions in the COMMENTS box)
- **APPROVE** – This will finalize the form approval and sets it to Authorized