

APPROVER'S QUICK GUIDE



Approving time at a glance:

- Log into "My Info"
- Click on "Employee Services"
- Click on "Timesheet"
- Review Hours
- Approve or return timesheet for correction.

WEB TIME ENTRY – Quick reference guide for Approvers

APPROVERS

Tips & Reminders

- Be on the lookout for misapplication of Earn Codes.
- Deadline for approving timesheets is by 5:00 pm, the first Tuesday after the end of the pay period..
- Return for correction should only be used when sufficient time exists to meet the deadline.
- Need help? Contact the Payroll Office.

To Access Timesheet Summary:

1. Go to the MSU Billings homepage and locate **My Info** (located on the bottom left side of the Faculty/Staff page)
2. Click on **My Info** (bottom left-hand corner) of the page
3. Click on **Enter Secure Area** and type in your *User ID and PIN*
4. Click on the **Login** button, your name should appear following the word *Welcome*
5. Click on the **Employee Services** tab
6. Click on the **Time Sheet** link on the left side of the window
7. Under **My Choice**, click on **Approve or Acknowledge Time**.
NOTE: If you're acting on behalf of another Approver, select the appropriate choice from the *Act as Proxy* dropdown box.
8. Click the **Select** button.
9. If you have more than one group to approve, click on the **My Choice** dot for that group and select from the **Pay Period** drop down box the current pay period.
10. Select the **Sort Order** type.
11. Click the **Select** button.

To Review and Approve a Timesheet

1. In the **Other Information** column, look for comments
2. In the **Name and Position** column, click the employee's name.
3. Review the submitted timesheet in detail. Be sure to scroll down to view all the information.
4. If the employee has used any leave Earn Codes, their leave balances are listed in the **Leave Balances** column (2nd column).
5. Click the **Approve** button if the timesheet is correct. *NOTE:* The page will refresh and display a *message* that the timesheet was approved.
6. Click the **Previous Menu** or the **Next** button to access the next timesheet to be approved.

To Return a Timesheet for Correction

If you find problems on a timesheet that the employee must correct, return the timesheet for correction as follows:

1. Click the **Add Comment** button.
2. Type a **message** to the employee explaining what corrections are needed for their timesheet to be approved
3. Click the **Save** button.
4. Click the **Previous Menu** button to return the time sheet.
5. Click the **Return for Correction** button
6. Click the **Previous Menu** button to return to the *Approver Summary Page*.
7. Email the employee to let them know their timesheet has been returned for corrections. *NOTE:* Put **TIMESHEET RETURNED FOR CORRECTION** in the subject line of the message. ****Do Not Return For Correction Later Than Tuesday 5:00 pm**

To Override a Time Entry

You may need to make a correction to an employee timesheet.

1. Click the **Change Time Record** link in the *other information* column.
2. Click the **link** for the hours or entry to be changed.
3. **Type** the correct hours or entry.
4. Click the **Save** button.
5. Click the **Comments** button.
6. **Type** a *message* indicating the corrections you've made.
7. Click the **Previous Menu** button to return to the timesheet.
8. Click the **Approve** button.
9. *NOTE:* The page will refresh and display a message that the timesheet was approved.
10. Click the **Previous Menu** button to return to the *summary* page.
11. Email the employee to let them know of any changes you have made.

To Designate a Proxy

1. Every Approver should identify a proxy.
2. A proxy is a person who can act as an Approver if you're not available. You must set your own Proxy.
3. On the Selection Criteria page, click the **Proxy Set Up** link.
4. From the **Name** dropdown box, select the person you want designated as a proxy.
5. Click the dot under **Add**.
6. Click the **Save** button.
7. **Email** Proxy name, GID# and Timesheet Org to FinancialServices@msubillings.edu
8. Refer to the **Approvers- Designating & Setting Up a Proxy Quick Guide**