

# Approvers Web Time Entry Guidelines

## Timesheet and Leave Report Approval Processes

### TIMESHEET/LEAVE REPORT SUMMARY: APPROVERS

1. Log in to **MyUWF** with your ArgoNet Username and Password.
2. Using the Search bar, search for timesheet or leave report.
3. Under the **Time Reporting Selection** criteria, ensure the radio button for Approve or Acknowledge Time is selected.
4. Click **Select**.
5. Locate the **Approver Selection** area on this page.
6. Locate the **Department** and **Pay Period** for which you wish to complete the timesheet/leave report approval process.
7. Select the radio button associated with the Department/Pay Period combination for which you wish to process timesheet/leave report approvals.
8. Click **Select**.

### REVIEWING & APPROVING A TIMESHEET/LEAVE REPORT

1. In the **Name, Position, Title and Department** column, click the employee's name.
2. Review the submitted timesheet/leave report in detail. Be sure to scroll down to view all information.
3. Click the **Approve** button. (Or Return Timesheet for Correction.) Note: The page will refresh and display a message that the timesheet/leave report was approved.
4. Click the **Previous Menu** button to return to the Approvers Summary Page.

**Note:** Do not check the “**Approve or FYI**” boxes when approving time/leave. It is important to open each timesheet/leave report and review the hours reported.

### LEAVING A COMMENT ON AN EMPLOYEE'S TIMESHEET/LEAVE REPORT

You can leave a comment on the employee's timesheet/leave report if additional information is needed for HR.

1. Click the **Comments** button at the bottom of the timesheet/leave report page.
2. In the **Comments** box, type your message.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to the timesheet/leave report. Note: Comments on the timesheet/leave report are only visible to you in **Preview** mode.

### RETURNING A TIMESHEET FOR CORRECTIONS

If you find problems on a timesheet/leave report 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 his/her timesheet/leave report to be approved.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return the employee's timesheet/leave report.
5. Click the **Return for Correction** button.
6. Click the **Previous Menu** button to return to the Approver Summary Page.

### DESIGNATING PROXIES

A proxy is a person who can act as an Approver if you are unavailable. Human Resources requests that each approver set up at least two proxies.

1. Log in to MYUWF
2. Search for and select the Timesheet or Leave Report app to enter the **Time Reporting Selection**.
3. Click on the **Proxy Set Up** link at the bottom/middle of the page.
4. Select your proxies from the drop down menu.
5. Check **Add** or **Remove** as desired.
6. **Save** your selections.

### ADDITIONAL TIPS AND TRICKS

1. All timesheet and leave report approvers must have Banner Security Access to the Home Orgs they will be approving. Contact Human Resources for information on the access request process.
2. If a timesheet is approved by mistake, contact Human Resources to have it returned for correction. If a leave report is approved by mistake, a leave recap will be required to make any and all corrections.
3. If the approver receives the message, “You have no records available at this time”, check with your employees to see if they have entered time/leave. Records will not display until at least one employee has started their timesheet or leave report for the Home Org.
4. Review all timesheets/leave reports in the “**Error**” queue as they may be pending supervisor approval. Many error messages are informational only and do not prohibit the supervisor from approving the timesheet/leave report.

### QUESTIONS

Send queries via e-mail to [HR@uwf.edu](mailto:HR@uwf.edu).