

Online Timesheets (approval)

Level 1 Approver

You will receive an automated email informing you when a timesheet has been submitted for your approval.

Open the HR/Payroll self-service portal. From the Manager dashboard select Approvals then Hourly Timesheets (New) and the timesheets awaiting approval will be displayed.



Open each timesheet by clicking on the magnifying glass symbol and review. Select sub-project and cost centre from the drop down list (type in number or name to search).

Please note that Level 1 Approvers cannot bulk approve timesheets by clicking the “Select” or “Select All” boxes. This facility is for Level 2 approvers only.

Check that the correct hours are being claimed for the correct appointment and that the correct pay code has been input. You can view the pay code description by hovering your cursor over the pay code:



Check that the worker is not claiming payment for their lunch break, e.g. if they worked from 9am until 5pm with an hour for lunch, you should see 2 separate periods of work, like this:

Short Desc.	Date	Time From	Time To	Pay Code	Hours
None	01/05/2018	09:00	13:00	2143	04:00
None	01/05/2018	14:00	17:00	2143	03:00

Approve or reject the timesheet. If rejecting state the reason in the box provided.

In your Approvals you will also see Hourly Timesheets (Rejected). You should review these and amend and reapprove or reject back to the employee as appropriate.

Level 1 approvers can amend the sub-project and cost centre if these have been recorded incorrectly.

If you have followed these instructions but are experiencing difficulties, please contact Pay & Pensions via the [self service desk](#).

Level 2 Approver

You will receive an automated email informing you when a timesheet has been submitted for your approval.

Open the HR/Payroll self-service portal. From the Manager dashboard select Approvals then Hourly Timesheets (New) and the timesheets awaiting approval will be displayed.



Open each timesheet by clicking on the magnifying glass symbol and review.

Check that the correct hours are being claimed for the correct appointment and that the correct subproject, cost centre and pay code has been input. You can view the pay code description by hovering your cursor over the pay code:



Pay Grade	Short Desc.	Date	Time From	Time To	Hours	Pay Code	Rate of Pay	Total
Grade 4	None	02/03/2017	05:00	06:00	01:00	2143	11.63	11.63

Approve or reject the timesheet. If rejecting, state the reason in the box provided.

Level 2 approvers can bulk approve timesheets by clicking the “Select” or “Select All” boxes then “Approve”.

In your Approvals you will also see Hourly Timesheets (Rejected). These are timesheets which have been rejected by Finance. You should review these and reject back to the Level 1 approver or the employee as appropriate.

Level 2 approvers can only either approve or reject a timesheet. Level 2 approvers cannot amend any details on the timesheet.

If you have followed these instructions but are experiencing difficulties, please contact Pay & Pensions via the [self service desk](#).