Approving tim

Web Time Approval for Supervisors

You also have the option to review the actual Time-In/Time-Out hours that the employee entered on this timesheet. To view this detail, simply check the box below and click submit.

| The er | nolo <u>vee has time in/out data, To review it, ch</u> e | eck the box | |
|--------------------------|--|--|---------------|
| F1 5 | | and the second second second | |
| 0.00 | | 0.00 | _ |
| complete ^{Mies} | | Employee has electronically signed the | time entry as |
| | Supervisor Decision | | |
| | ······································ | | |
| | | | |
| | Employee's E-mail Address | | |
| | | | SUBMIT |

After you do that, you will be seeing the same timesheet, but with the hourly detail as below:

| C Time In/Out - Windows Internet Explorer | | | | | | | | | |
|---|---------------------|------------------------------|------------------------|----------------------|--------------------------|--|---------------------|--|--|
| | | | | | | | | | |
| C INNE ZE VAN | | | | | | The second s | | | |
| | | | | | | | | | |
| | Employee | Position Title | Pay Period End Date | Pay Cycle | Department | Location | Approve By Date | | |
| i de la companya | Rojendra Pradhan | Student Worker Spc Summer | 08/06/08 | Biweekly Students | User Support Services | Jersey City Campus | 08/12/08 11:59PM | | |
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