Approvers Web Time Entry Guidelines

THE TIME SHEET SUMMARY: APPROVERS

1. Log into **my.okstate.edu** using your O-Key User Name and Password.
2. Under Applications click on the **Self Service** icon.
3. Locate the **Time Approver** section on this page.
4. Locate the **Department** and **Pay Period** for which you wish to complete the timesheet approval process. Hint: Click the **More** Button to list additional departments not currently displayed.
5. Click on the link associated with the Pay Period/Department combination for which you wish to process timesheet approvals.

REVIEWING & APPROVING A TIME SHEET

1. In the **Other Information** column, look for the links like Comments, Clock Time Adjusted, Labor Overrides etc.
2. In the **Name, Position and Title** column, click the employee's name.
3. Review the submitted time sheet in detail. Be sure to scroll down to view all information.
4. Click the **Approve** button. (Or Return Time sheet for Correction.) Note: The page will refresh and display a message that the time sheet was approved.
5. Click the **Previous Menu** button to return to the Approvers Summary Page.

RETURNING A TIME SHEET FOR CORRECTIONS

If you find problems on a time sheet that the employee must correct, return the time sheet 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 time sheet to be approved.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return the employee's time sheet.
5. Click the **Return for Correction** button.
6. Click the **Previous Menu** button to return to the Approver Summary Page.

OVERRIDING A TIME SHEET

You may need to make a correction to an employee time sheet.
1. Click the **Change Record** link in the Other Information column.
2. Click the **hyperlink** for the hours or entry to be changed.
3. **Enter the correct information (Clock In/Out or Time In/Out)** to correct the 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 **Save** button.
8. Click the **Previous Menu** button to return to time sheet.
9. Click the **Approve** button. The page will refresh and display a message that the time sheet was approved. Also, the *approved by* section will be populated with your name.
10. Click the **Previous Menu** button to return to Approvers Summary Page.

DESIGNATING A PROXY (Back-up Approver)

A proxy is a person who can act as an Approver if you are unavailable.
1. Log into **my.okstate.edu** using your O-Key User Name and Password.
2. Under Applications click on the **Self Service** icon.
3. Click on the **Update Approval Proxies** Link at the bottom of the Time Approval section.
4. From the **Name** dropdown box, select the person you want designated as a proxy.
5. Click the **Add** box beside the selected person's name.
6. Click the **Save** button.
7. Email Proxy name and Department information to *osu.hrim@okstate.edu*.

QUESTIONS

Send queries via e-mail to *osu.hrim@okstate.edu*.