TIMESHEET APPROVERS – CASUAL STAFF

Approve Timesheets for Payment ................................................................................................................................. 1
Reject Timesheets for Payment ................................................................................................................................. 1
View Timesheets that have been Approved ................................................................................................................ 2

Approve Timesheets for Payment
Use to approve timesheets for casual general staff.

1. Click on ‘My Approval’
2. Click on ‘Approvals’
3. Click on ‘Approve Requests’
4. The screen below will appear

5. Click ‘Approve’ to approve the request
6. Click ‘Update’
7. If the request has been approved successfully, the confirmation alongside will appear

Reject Timesheets for Payment
1. Follow steps 1 - 4 to ‘Approve timesheets for payment’
2. Click ‘Reject to reject the request
3. Click ‘Update’
4. This will remove the timesheet request and send an email to the employee notifying them
View Timesheets that have been Approved
Use to view timesheets that you have approved.

1. Click on ‘My Approval’
2. Click on ‘Approvals’
3. Click on ‘Approval History’
4. The screen below will appear

5. Enter the employee number OR click on the arrow to display employees whose timesheets can be approved by you
6. Use the drop down calendar menu to choose a date range OR leave the ‘Approval Date’ blank to display all approvals for the employee
7. The screen below will appear

### Approval History

#### Academic Timesheet

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