HUMAN RESOURCES DIVISION
HR Services Unit

APPROVING CASUAL TIMESHEETS PROCEDURE

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1 Introduction

This procedure is for approvers responsible for approving Professional Services & Academic Casual staff timesheets.

2 Instructions

2.1 Getting Started

2. Click on ‘My Approvals’
3. Click on ‘Approve Request’

4. You can also select this from the ‘Shortcut’ menu under ‘Approve Request’.

2.2 Approving Professional Services Casual Timesheets

1. All Professional Services Casual timesheets will be listed under ‘Professional Services Timesheet’

2. To view the timesheet click on the ‘Record ID’ a popup screen will appear with all the details of the timesheet
3. Once you are happy with the timesheet you can change the ‘Approval Status’ to ‘Approved’ or ‘Rejected’
4. You can add any comments in the ‘Comments’ box, this will go to the employee once you select ‘Update’.
5. Click on the ‘Update’ button to approve the timesheet.
6. You can also approve the timesheet by closing the popup box and selecting the ‘Approve’ or the ‘Reject’ radio button then click ‘Update’.

**Approve Requests**

If Approve Button is checked and Warning Exists = “Y” please click on Record ID for detail and to approve.

**Professional Services Timesheet**

7. The page will refresh and ‘Success! 1 Row Updated’ will appear

8. Repeat this process for each timesheet.

### 2.3 Approving Academic Casual Timesheets

1. All Academic Casual timesheets will be listed under ‘Academic Timesheet’

**Academic Timesheet**

2. To view the timesheet click on the ‘Record ID’ a popup screen will appear with all the details of the timesheet
3. Once you are happy with the timesheet you can change the ‘Approval Status’ to ‘Approved’ or ‘Rejected’
4. You can add any comments in the ‘Comments’ box, this will go to the employee once you select ‘Update’.

5. Click on the ‘Update’ button to approve the timesheet.

6. You can also approve the timesheet by closing the popup box and selecting the ‘Approve’ or the ‘Reject’ radio button then click ‘Update’.

7. The page will refresh and ‘Success! 1 Row Updated’ will appear.

8. Repeat this process for each timesheet.
## Version Control Table

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<tr>
<th>Version Control</th>
<th>Release Date</th>
<th>Author/Reviewer</th>
<th>Approved By</th>
<th>Amendment</th>
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<td>Telisha Cassar</td>
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