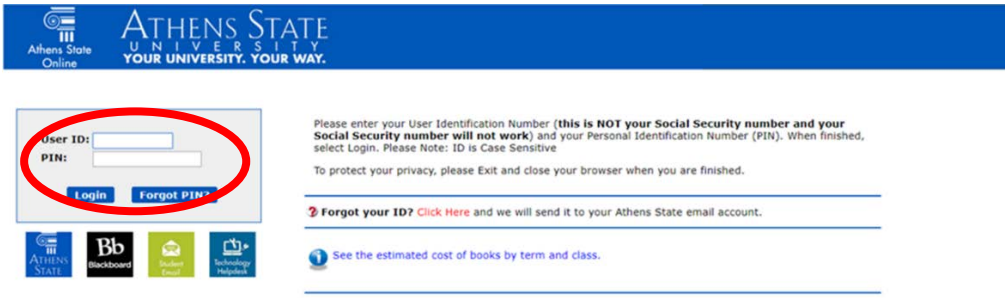
ATHENS STATE UNIVERSITY

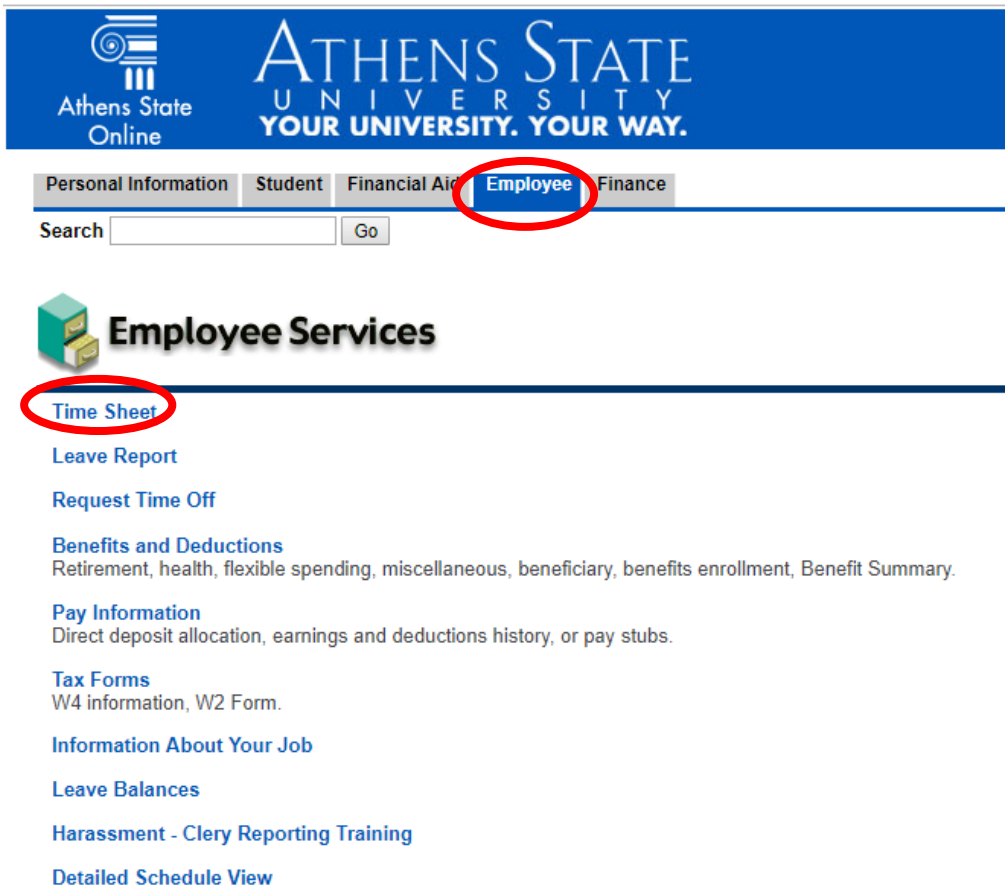
Time Sheet Approver Instructions

Employees are responsible for reporting leave with pay taken and any overtime worked on a daily basis. Time sheets are due by the end of the day on the **16th** of every month. Go to http://www.athens.edu/policy/human-resources/ for information on correctly reporting leaves with pay and overtime.

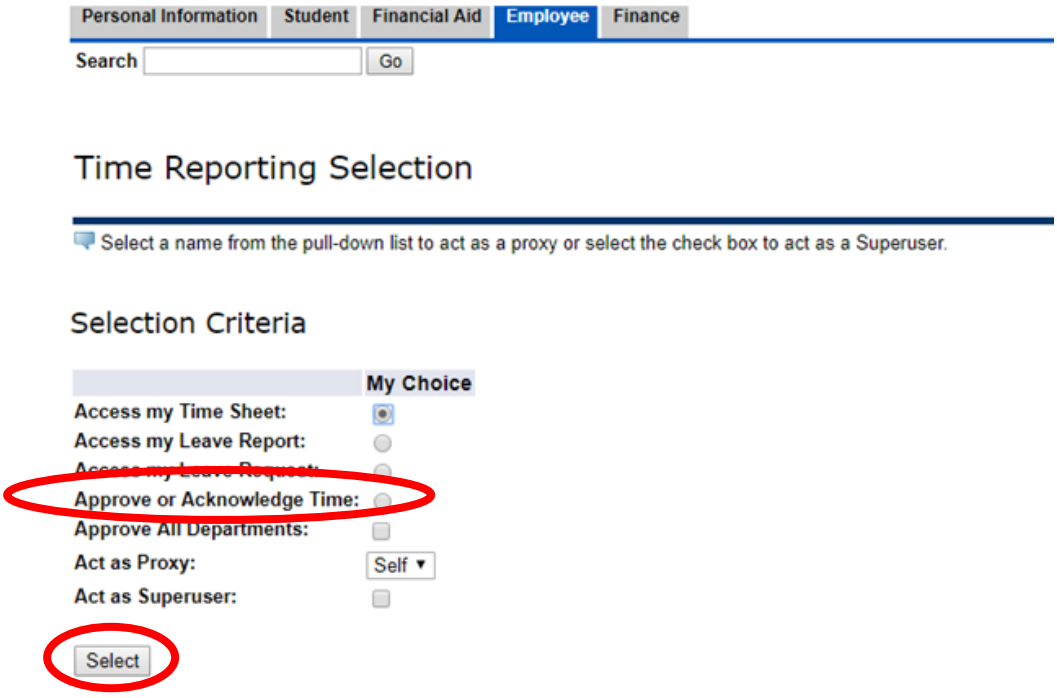
1. Log in to Athens State Online using your ASU Employee ID and PIN



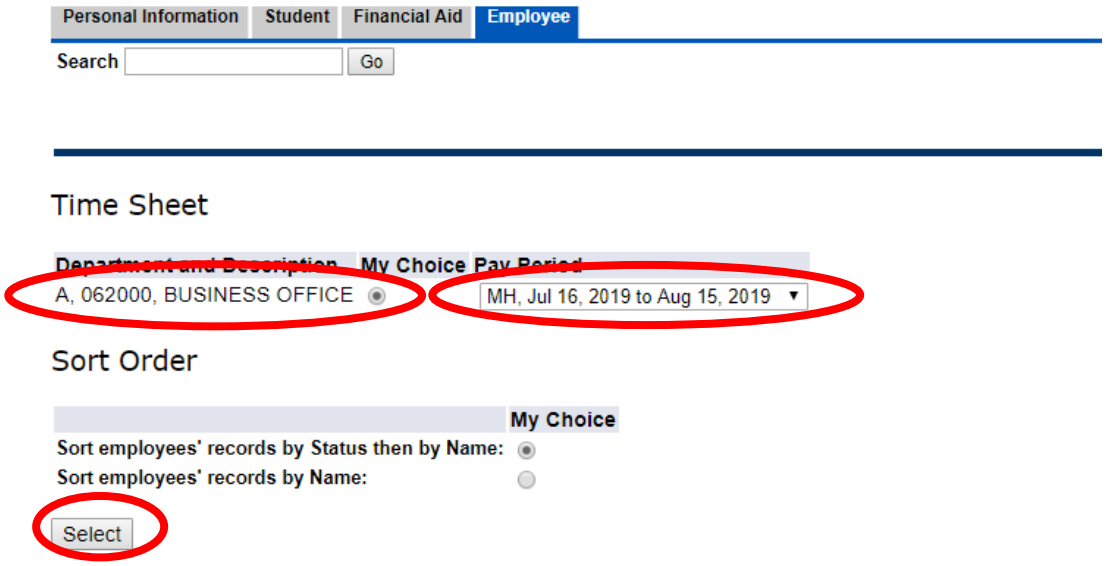
2. Under the "**Employee**" tab, click "**Time Sheet**"



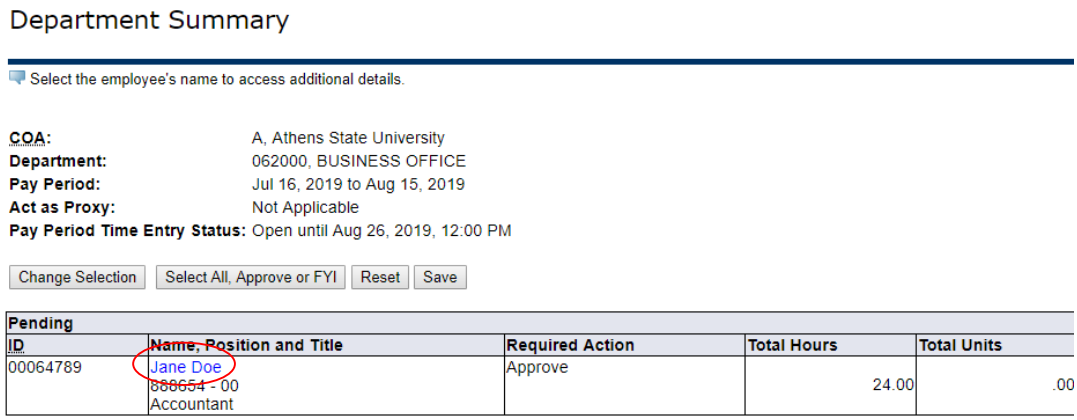
3. Select "**Approve or Acknowledge Time**" and click "**Select**"



4. Choose the appropriate department and pay period and click **"Select"**
    a. **NOTE:** If you approve for multiple departments, they will be listed separately. Only one department may be selected at a time.



5. Select the employee to see their timesheet.



Department Summary

Select the employee's name to access additional details.

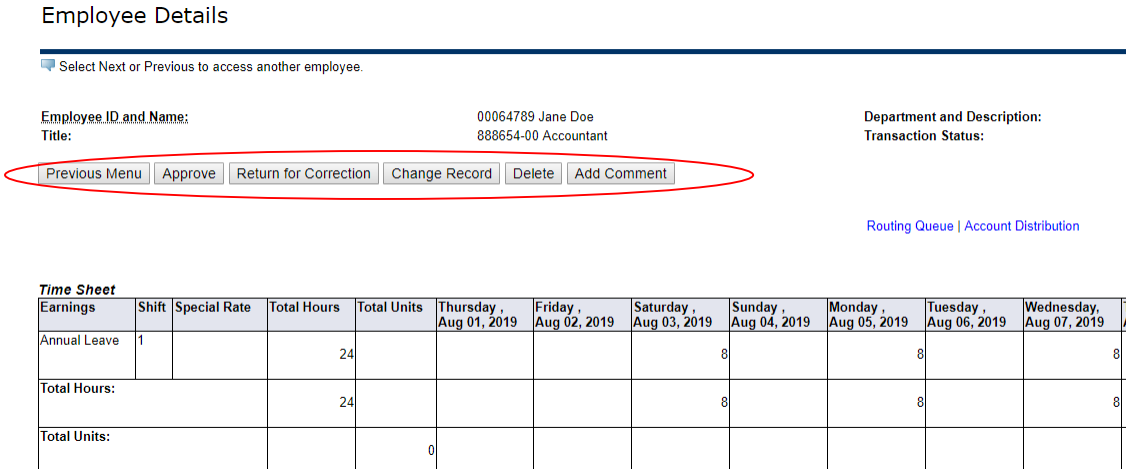
COA: A, Athens State University
Department: 062000, BUSINESS OFFICE
Pay Period: Jul 16, 2019 to Aug 15, 2019
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Aug 26, 2019, 12:00 PM

Change Selection | Select All, Approve or FYI | Reset | Save

Pending

ID	Name, Position and Title	Required Action	Total Hours	Total Units
00064789	Jane Doe 888654 - 00 Accountant	Approve	24.00	.00

6. Review the employee's timesheet for any errors.



Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: 00064789 Jane Doe
Title: 888654-00 Accountant
Department and Description:
Transaction Status:

Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment

Routing Queue | Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Thursday , Aug 01, 2019	Friday , Aug 02, 2019	Saturday , Aug 03, 2019	Sunday , Aug 04, 2019	Monday , Aug 05, 2019	Tuesday , Aug 06, 2019	Wednesday, Aug 07, 2019
Annual Leave	1		24				8		8		8
Total Hours:			24				8		8		8
Total Units:				0							

a. If there is an error, end the timesheet back to the employee by clicking "**Return for Correction**". You will then need to contact the employee to inform them of the timesheet return.
b. "**Add Comment**" may be used to communicate with your employee regarding the need for a correction.

7. Once the timesheet has been reviewed, click "**Approve**".