



ATHENS
STATE

U N I V E R S I T Y

**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

Athens State Online

ATHENS STATE UNIVERSITY
YOUR UNIVERSITY. YOUR WAY.

User ID:
PIN:

Login Forgot PIN?

Please enter your User Identification Number (**this is NOT your Social Security number and your Social Security number will not work**) and your Personal Identification Number (PIN). When finished, select Login. Please Note: ID is Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

Forgot your ID? [Click Here](#) and we will send it to your Athens State email account.

See the estimated cost of books by term and class.

ATHENS STATE Backboard Student Center Technology Helpdesk

2. Under the “Employee” tab, click “Time Sheet”

Athens State Online

ATHENS STATE UNIVERSITY
YOUR UNIVERSITY. YOUR WAY.

Personal Information Student Financial Aid **Employee** Finance

Search Go

Employee Services

Time Sheet

Leave Report

Request Time Off

Benefits and Deductions
Retirement, health, flexible spending, miscellaneous, beneficiary, benefits enrollment, Benefit Summary.

Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.

Tax Forms
W4 information, W2 Form.

Information About Your Job

Leave Balances

Harassment - Clery Reporting Training

Detailed Schedule View

3. Select “Approve or Acknowledge Time” and click “Select”

Personal Information Student Financial Aid **Employee** Finance

Search Go

Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

	My Choice
Access my Time Sheet:	<input checked="" type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▼
Act as Superuser:	<input type="checkbox"/>

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.

Personal Information Student Financial Aid **Employee**

Search Go

Time Sheet

Department and Description	My Choice	Pay Period
A, 062000, BUSINESS OFFICE	<input checked="" type="radio"/>	MH, Jul 16, 2019 to Aug 15, 2019 ▼

Sort Order

	My Choice
Sort employees' records by Status then by Name:	<input checked="" type="radio"/>
Sort employees' records by Name:	<input type="radio"/>

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”**.