

## Campus Connection: Time and Labor

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### *Time Manager Activities: Time Approval & Managing Employee Timesheets*

This document provides an overview of managing employee timesheets and approving time. This activity is required for all DePaul Time Managers.

#### **Time Approval by Group**

As a time manager, you are required to approve timesheets for full-time and part-time hourly staff in your department. This page allows you to review and approve total payable hours for each employee in your group. **Every two weeks, approve hours worked before the time reporting deadline.**

- Click on [For Employees, Time Reporting and Approval](#), Under 'My Links as a Manager', choose [Approve Time By Group](#)
- Select Group ID, Start and End date, and click [Search]
- Verify employee name and total hours
- Click 'Approve' check box next to each employee name or click [Approve All]
- Click [Save] and [OK] to confirm


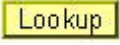
#### **Time Approval by Employee**

This page allows you to review and approve individual work days for an employee. **Every two weeks, approve hours worked before the time reporting deadline.**

- Click on [For Employees, Time Reporting and Approval](#), Under 'My Links as a Manager', choose [Approve Time By Time Reporter](#)
- Select Employee ID, Start and End date, and click [Search]
- Verify employee name and total hours worked per day
- Click 'Approve' check box next to each work day or click [Select All]
- Click [Save] and [OK] to confirm

#### **Reporting and Adjusting Time**

As a time manager, you are authorized to report and adjust timesheets for employees in your department.

- Click on [For Employees, Time Reporting and Approval](#), Under 'My Links as a Manager', choose [Employee Timesheets](#)
- Select an Employee ID or click  and  and select a Name
- Report or adjust Hours worked per day
- Choose a Time Reporting Code
- Insert additional Time Reporting Codes as needed
- Click [Save] and [OK] to confirm

## Viewing Payable Time

As a Time Manager, you may review the status of time for your employees. This is an optional step. Several times a day, the system converts Reported time into Payable time. Payable time must be approved by a Time Manager before it can be sent to payroll.

- Click on [For Employees, Time Reporting and Approval](#), Under 'My Links as a Manager', choose [Payable Time Detail](#)
- Select an Employee ID and Start date
- Click [Search]
- Review time reporting codes, hours, and payable time status.

## Viewing Your Security

As a Time Manager, you may view your access to groups and employees in groups.

- Click on [For Employees, Time Reporting and Approval](#), Under 'My Links as a Manager', choose [View My Security](#)
- Select an Group ID
- Click [Search]
- View the list of employees in a group. Sort the group by Employee ID or Name.