

Non-Direct Supervisor Timesheet Approver

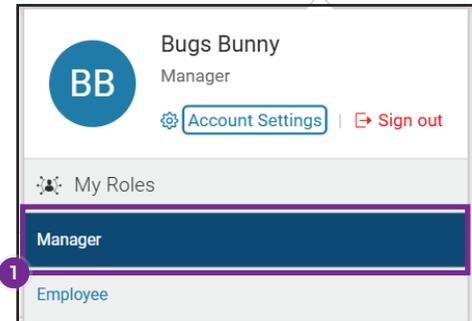
quick reference guide

Instructions

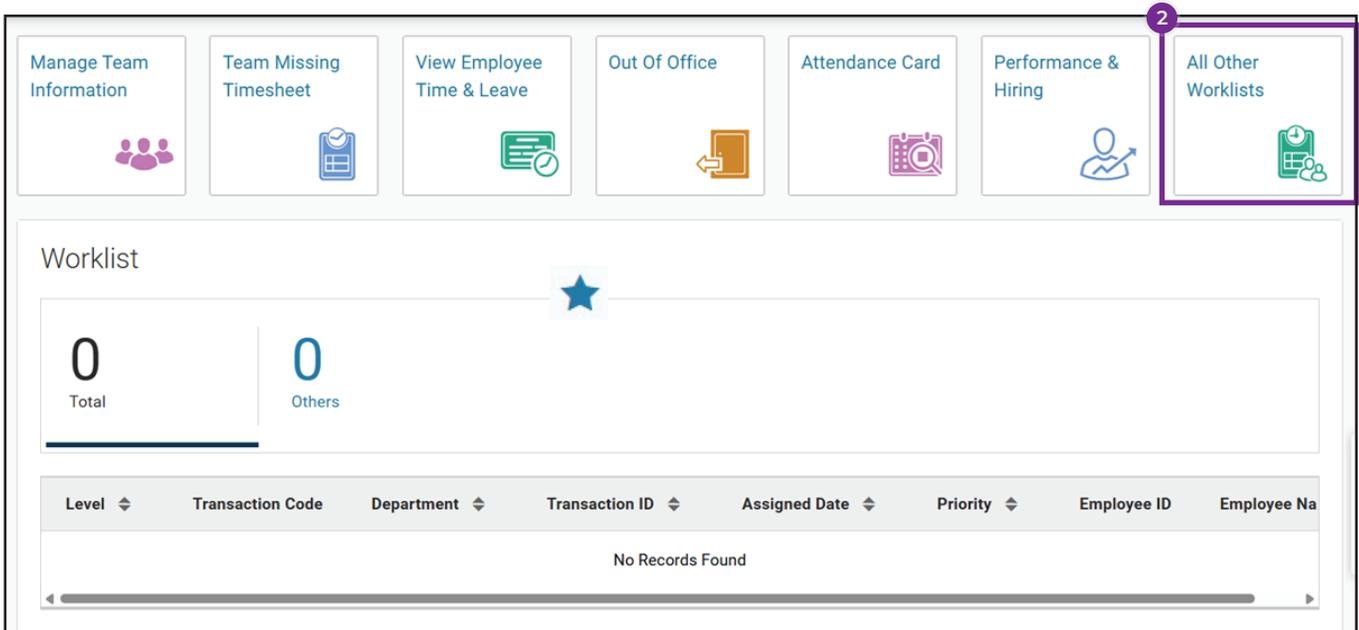
This is for those who are set to always approve time for an employee and not their direct supervisor. This does not apply for OOO approvers.

1. From **My Profile**, select the **Manager** role.

*Please note, even if you do not supervise any employees, the Manager role will still be given to you to for timesheet approval access.



2. Select **All Other Worklists** tile on homepage. The **Management Worklist** page will open.



3. Select the appropriate **Worklist**.

4. Hit **Apply**. Any pending timesheets in this worklist will appear here.

5. You must take the task before you can approve it. To do this, click the **3-dot menu**  on the right of the line. Select **Take Task**. Task has now be assigned to your individual worklist.

Management Worklist ☆ ← Back

Filters

Worklist (Selection will update the search results immediately) 3

014 - LEGS GEN COUNSEL PAY

Department:

Level:

ID:

Code:

Submitter ID:

4 Apply Reset

Grid Actions

1 - 1 of 1 Records View per Page: 20 50 100

Level	Code	Transaction Dept	Unit	ID	Message
1	TIMEI	014	0121	20251109000000068875	Document requires approval. Please review and approve or reject.

5 Approve

Reject All

Take Task

Related Actions

6. You now must change the **Worklist** to your Name to be able to approve or reject the timesheet. Open the Timesheet by selecting the hyperlink under **ID**.

Management Worklist ☆ ← Back

Filters

Worklist (Selection will update the search results immediately) 3

Bugs Bunny

Department:

Level:

ID:

Code:

Submitter ID:

Apply Reset

Grid Actions

1 - 3 of 3 Records View per Page: 20 50 100

Level	Code	Transaction Dept	Unit	ID	Message
1	TIMEI	150	0015	6 20260226000000069435	Document requires approval. Please review and approve or reject.
1	LREQ	150	-	20260219000000011074	Document requires approval. Please review and approve or reject.
0	PARE	650	2200	1210250000000000090	Returned to be corrected/resubmitted

7. It will open in the **Summary** tab. Select the **Time Entry** tab to view the timesheet.

8. The timesheet displays. You may approve or reject the timesheet.

Once done, it will no longer be in your worklist.

8

Timesheet (TIMEI)

Pending

Approve

Reject

Close

Vaughn, Thomas R | Appointment ID: - | Transaction ID: 2025110900000068875 | Version: 1

ALL 1 of 2: Email or Alert text entries have been removed from the Configurable Text page. (V2118)

Time Entry Reminder

Please enter your time in minutes, and round to the nearest quarter hour (00, :15, :30, :45)
For example, enter 1 hour and 27 minutes as 1:30, not 1.27.
This ensures accurate payroll and reporting. Thank you!

Time Entry (1)

Summary

Total Hours
32.00

Attachments

Pay Period Start Date: 10/11/2025 | Pay Period End Date: 10/24/2025

Hours Summary

1 - 1 of 1 Records

View per Page: 20 50 100

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Event ID	Description	Week 1 Hours	Week 2 Hours	Total Hours Reported
WORK	OFFICE LOC PAY	32.00	00.00	32.00
Total		32.00	00.00	32.00