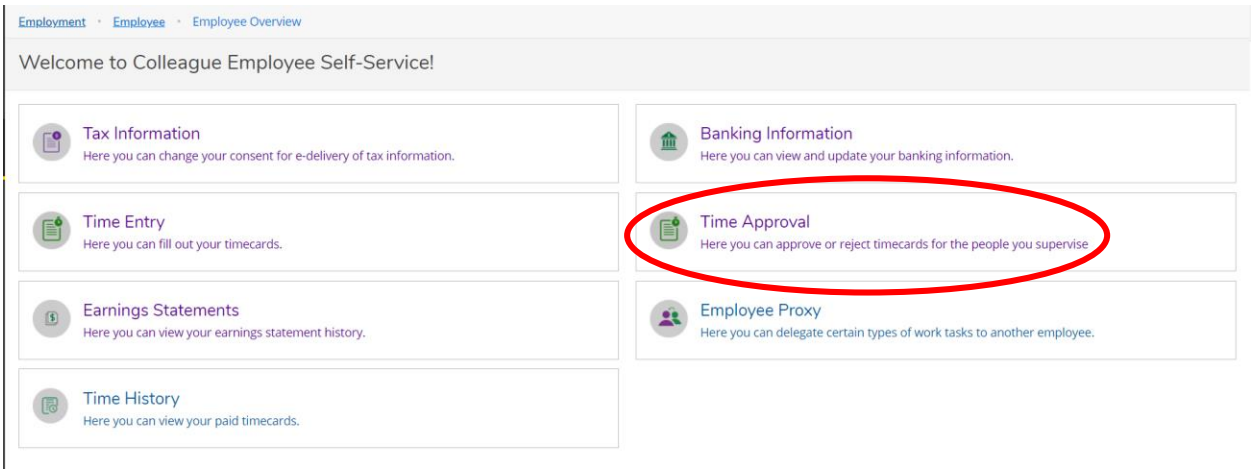
Supervisor Approval of Time Entry

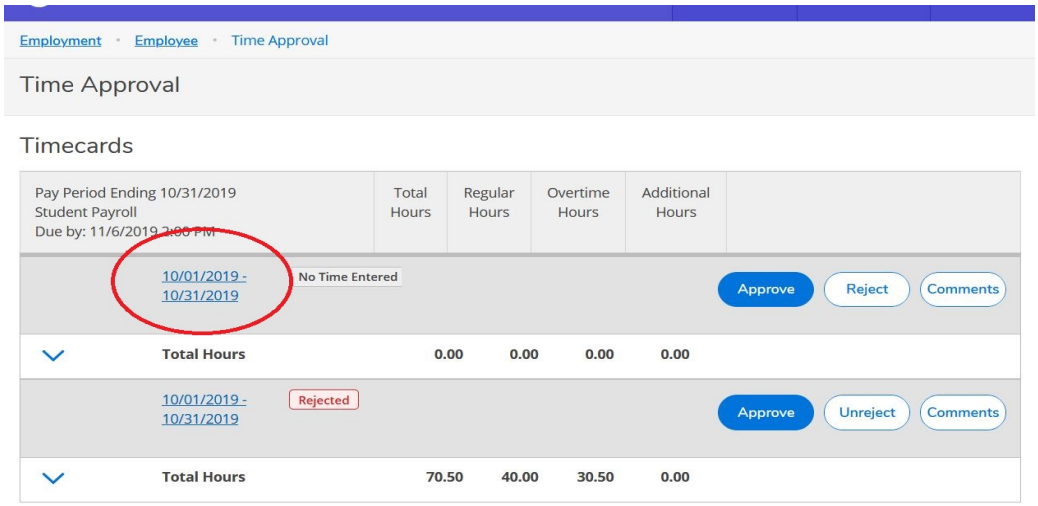
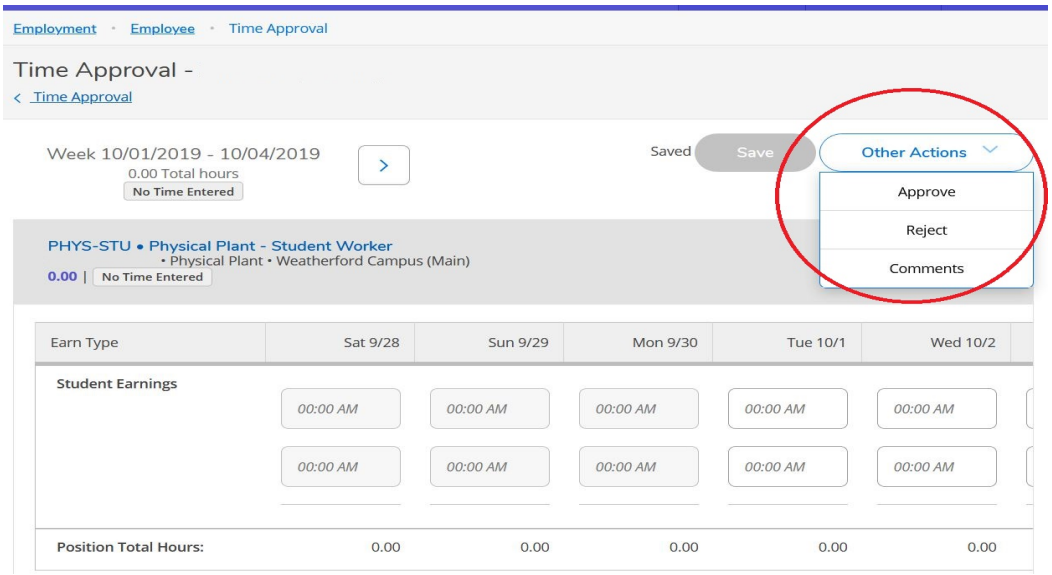
Login: Single Sign On

Click Self-Service Icon

Click “Employee” → “Time Approval”



Review time sheet submitted by employee by clicking on the week to be reviewed.



→ Select "Other "Actions" and then “Approve”, “Reject” or “Comments”