

Web Time Entry – Approver Instructions

(Refer to Payroll Calendar for Approval Deadlines)

(All supervisors are required to identify a **proxy** who will approve your employees' timesheets when you are unavailable. **Your proxy must be your supervisor or higher unless prior approval has been given to an alternate proxy. Please establish your proxy before you approve timesheets for the first time.**)

1. Log in to MYGCSC.
2. Select: "Employee Dashboard"
3. Under "My Activities": Select "Approve Time".

The screenshot shows the 'Employee Dashboard' for Melissa A. Banks. The top navigation bar includes the ellucian logo and the user's name. The main content area is divided into two columns. The left column contains sections for 'Pay Information' (with links for 'Latest Pay Stub: 02/14/2020', 'All Pay Stubs', 'Direct Deposit Information', and 'Deductions History'), 'Earnings', 'Benefits', 'Taxes', 'Job Summary', and 'Employee Summary'. The right column is titled 'My Activities' and features a prominent blue 'Enter Time' button, followed by a list of activity options: 'Approve Time', 'Approve Leave Report', 'Approve Leave Request', 'Salary Planner', 'Pay Stub Administrator', '1094 Tax Receipt ID Entry', and 'Employee Menu'.

4. Review Timesheet status for all employees.
5. Select Employee.

The screenshot shows the 'Approvals - Timesheet' interface. At the top, there are filters for 'Timesheet', 'All Departments', '05/15/2020 - 05/28/2020 (2020 CP 12)', and 'All Status except Not Started'. Below these is a 'Distribution Status Report - Timesheet' bar chart. The chart shows a single bar for 'Pending' with a value of 1, and all other categories (Pending - In the Queue, In Progress, Returned, Error, Pending - Approved, Approved, Completed) have a value of 0. Below the chart is a table with the following data:

Employee Name	ID	Organization	Hours/Units
Banks, Melissa A. PT HR Receptionist, Z99964-01	A00010376	1-632000, Human Resources	8.00 Hours

The screenshot shows the 'Approvals - Timesheet' interface with a 'Preview' modal open. The modal displays the following information:

Preview

A00010376 - Banks, Melissa A.
 PT HR Receptionist, Z99964-01, 1, 632000, Human Resources
 Pay Period: 05/15/2020 - 05/28/2020 | 8.00 Hours
 Submitted On: 05/12/2020, 12:23 PM

Earning Distribution

Earn Code	Shift	Total
Part Time Base Earnings	1	8.00
Total Hours		8.00
Total Units		0.00

Weekly Summary

Week	Total Hours
Week 1	6.00

At the bottom of the modal, there are two buttons: 'Return for correction' and 'Approve'.

Pending Timesheet Options:

"Return for Correction" – Returns timesheet to employee for corrections. This option can only be done before the employee web time entry timesheet deadline.

"Details" – Add/Remove time from employee's timesheet.

Please note the following:

Start and End Times must be entered in 00:00 AM or 00:00 PM format only.

+ Add More Time Button: Adds additional hours to the same day.

- Button: Removes hours entered for current day.

Must click "Save" after each day entered.

Use Buttons on Right to Edit, Copy or Delete Time. **Be sure to Save Timesheet after making any changes.**

The screenshot shows the 'ellucian' interface for 'Time Entry Approvals'. The user is logged in as 'Banks, Melissa A.'. The breadcrumb trail is 'Employee Dashboard > Time Entry Approvals > PT HR Receptionist, Z99964-01, 1, 632000, Human Resources, Rate: \$10.000000'. The employee ID is 'A00010376-Banks, Melissa A., PT HR Receptionist, Z99964-01, 1, 632000, Human Resources, Rate: \$10.000000'. The status is 'Pending' and 'Submitted On 05/12/2020, 12:47 PM'. The calendar shows the week of 05/15/2020 to 05/28/2020. The current day is Friday, 05/15/2020, with 8.00 Hours entered. The calendar grid shows 10 (SUNDAY), 11 (MONDAY), 12 (TUESDAY), 13 (WEDNESDAY), 14 (THURSDAY), 15 (FRIDAY) with 6.00 Hours, and 16 (SATURDAY). Below the calendar is an 'Add Earn Code' section with two entries: 'Part Time Base Earning' from 08:00 AM - 12:00 PM (4.00 Hours) and 'Part Time Base Earning' from 01:00 PM - 03:00 PM (2.00 Hours). There is an 'Add More Time' button. The total is 6.00 Hours. At the bottom are buttons for 'Exit Page', 'Recall Timesheet', 'Cancel', 'Save', and 'Preview'.

Click: "Preview" to review hours.

The screenshot shows an employee dashboard for Melissa A. Banks. A 'Preview' modal is open, displaying a weekly summary of time entries. The modal includes a 'Weekly Summary' table, a 'Comment (Optional)' field, and buttons for 'Return for correction' and 'Approve'.

Weekly Summary

Week	Total Hours
Week 1	6.00
Week 2	2.00
Week 3	

Comment (Optional):

Add Comment

2000 characters remaining

Confidential Comment

Recall

Return for correction | Approve

"Approve".