Web Time Entry – Approver Instructions

(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".

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

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.==

Click: "Preview" to review hours.

"Approve".