## NOVA SOUTHEASTERN UNIVERSITY Florida

Job Aid	

## Approving My Timesheets

This job aid covers how to approve your timesheet for payroll processing.

## **Approving Current Timesheet**

1 Navigate to your current timesheet by one of the following ways:

- Menu  $\equiv$  > My Time > Timesheet > Current Timesheet.
- Home 
   > Clock Widget > View My Timesheet
- 2 Review the timesheet and ensure that all hours are correct.
- 3 At the top of the screen, click the **Submit** button.
- 4 Enter a comment (optional) and click Submit.

(Note: You may not be able to make changes to the timesheet after it is approved. If changes need to be made after approval, the timesheet may need to be rejected by a higher level approver or your payroll administrator.)

My Info		Team		Clock
Favorites	Му	Time		Friday, Jun 7
My Information My Time My Schedule	Cu His Ch	sheet		[EDT] <sup>®</sup> You clocked in at 09:10am <sup>®</sup> Clock In <sup>®</sup> Clock Out → Multiple Job EEs Clock In Here View my timesheet
		Timesheet > Current Timesheet		G <sup>2</sup> ③ ③ Save Submit Change Request ····     Solution Change Request ····     Solution Control Contro Control Control
		Submit for approval "By checking "OK". I hereby attest that: (1) I have period, (2) the time and hours recorded on this re time that I have worked during this pay period a unless otherwise noted by me and shown on this foregoing is true and correct" Comment	ecord accurately identify all of the dd (3) Have taken all meal breaks : time record. I declare that the	
			Cancel	