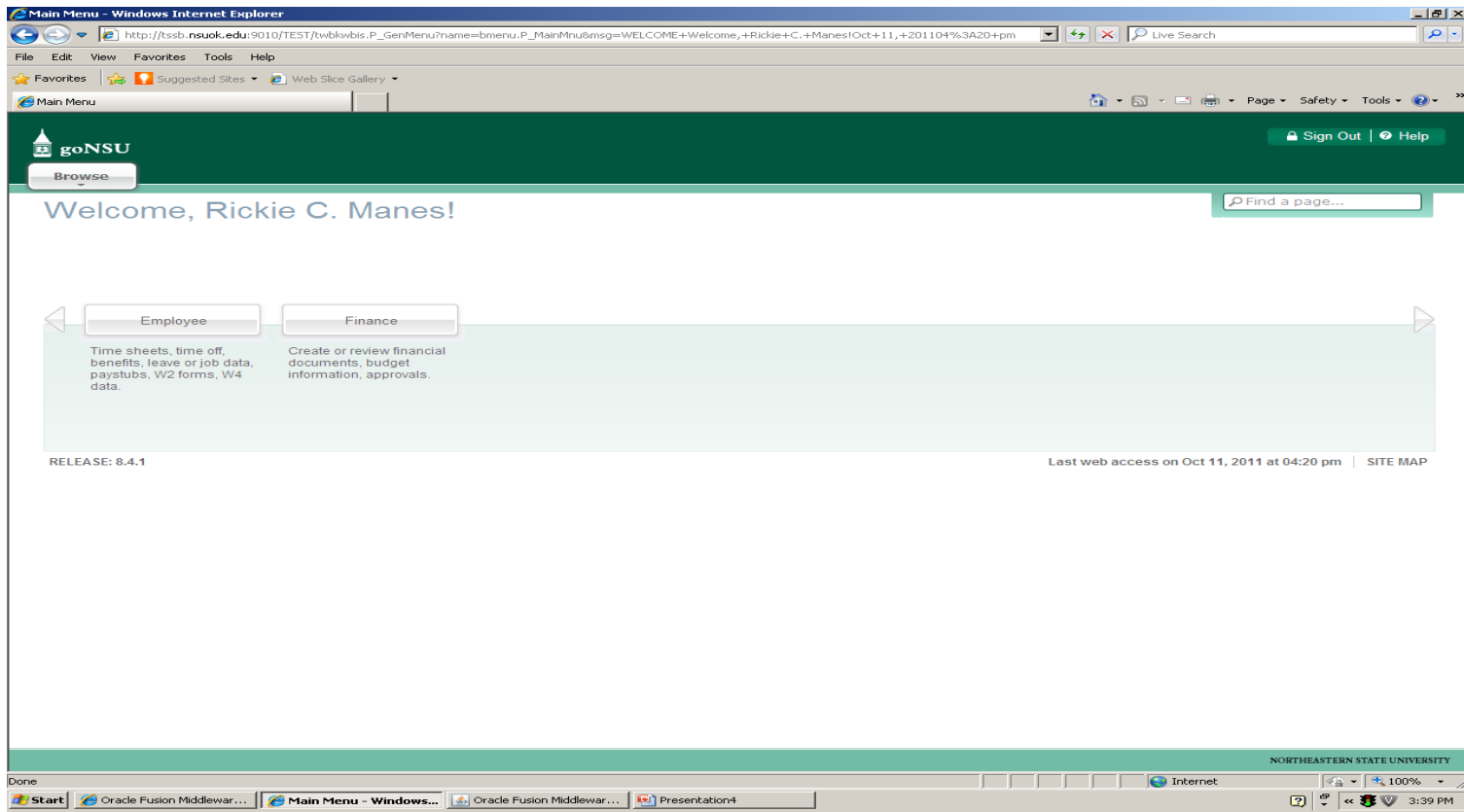


TIME APPROVER

Instructions to review and approve
time for Web Time Entry (WTE)

Login to goNSU and click on the Employee tab



From the Employee channel, click on Time Sheet

Employee - Windows Internet Explorer

http://tssb.nsuok.edu:9010/TEST/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=WELCOME+Welcome,+Rickie+C,+Manes!Oct+11,+201104%3A20+pm#pa

file Edit View Favorites Tools Help

Employee

goNSU

Browse

Welcome, Rickie C. Manes!

Home > Employee

Employee Finance

Time Sheet	Leave Report	Request Time Off	Benefits and Deductions Retirement, health, flexible spending, miscellaneous, beneficiary, benefits enrollment, Benefit Summary.
Pay Information Direct deposit allocation, earnings and deductions history, or pay stubs.	Tax Forms W4 information, W2 Form.	Jobs Summary	Leave Balances
Campus Directory	Effort Certification Allows faculty and staff to certify their own effort and administrative staff to review and certify effort for others.	Labor Redistribution Allows administrative staff to create and approve labor redistribution transactions.	

Select the **Approve or Acknowledge Time** button and then click **Select**

Time Reporting Selection

Home > Employee > Time Sheet

Select a name from the pull-down list to act as a proxy or sele

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▾
Act as Superuser:	<input type="checkbox"/>

Select

To review the time, click on the highlighted employee name

Change Selection		Select All, Approve or FYI		Reset
Pending				
ID	Name, Position and Title	Required Action	Total Hours	To
Z10000000	Elliott Brewster N99895 - 00 LABORER I	Approve	82.25	
N00000001	Jodi A Sells N99825 - 00 PAYROLL CLERK I	Approve	12.00	
Not Started				
ID	Name, Position and Title			
N00000001	Chandra Yvette Dyer N99762 - 00 PAYROLL CLERK I			
N00000001	Courtney N Hall SW9912 - 00 Student Work Study			
N00000001	Jonathan Edward Hanna ST9912 - 00 Student Institutional			
N00000001	Kathryn A Seymour N99826 - 00 PAYROLL CLERK II			

You can see the summary and time entry detail

Employee Details

Home > Time Sheet

Select Next or Previous to access another employee.

Employee ID and Name: Z10000000 Elliott Brewster Department and Description: A T60059 Payrol
 Title: N99895-00 LABORER I Transaction Status: Pending

- Previous Menu
- Approve
- Return for Correction
- Change Record
- Delete
- Add Comment
- Next

Routing Queue ■ Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday , Oct 02, 2011	Monday , Oct 03, 2011	Tuesday , Oct 04, 2011	Wednesday , Oct 05, 2011	Thursday , Oct 06, 2011	Friday , Oct 07, 2011	Saturday , Oct 08, 2011	Sunday , Oct 09, 2011	Monday , Oct 10, 2011	Tuesday , Oct 11, 2011	Wednesday , Oct 12, 2011	Thu Oct 2011
Regular Pay	1		82.25			8	8	8	8	8			8	8	8	
Total Hours:			82.25			8	8	8	8	8			8	8	8	
Total Units:				0												

Time In and Out

Earnings	Sunday , Oct 02, 2011	Monday , Oct 03, 2011	Tuesday , Oct 04, 2011	Wednesday , Oct 05, 2011	Thursday , Oct 06, 2011	Friday , Oct 07, 2011	Saturday , Oct 08, 2011	Sunday , Oct 09, 2011	Monday , Oct 10, 2011	Tuesday , Oct 11, 2011	Wednesday , Oct 12, 2011	Thursday , Oct 13, 2011
Regular Pay	08:00 AM 12:00 PM	08:00 AM 12:00 PM	08:00 AM 12:00 PM	08:15 AM 12:00 PM	08:00 AM 12:00 PM	08:00 AM 12:00 PM			08:00 AM 12:00 PM	08:00 AM 12:00 PM	08:00 AM 12:00 PM	08:00 AM 12:00 PM
	01:00 PM 05:00 PM	01:00 PM 05:00 PM	01:00 PM 05:00 PM	01:00 PM 05:15 PM	01:00 PM 05:00 PM	01:00 PM 05:00 PM			01:00 PM 05:00 PM	01:00 PM 05:00 PM	01:00 PM 05:00 PM	01:00 PM 05:00 PM

From this screen you can – go to the Previous Menu, Approve, Return for Correction, Change Record, Delete, Add Comment, or move to the Next record.

Employee Details

Home > Time Sheet

Select Next or Previous to access another employee.

Employee ID and Name: Z10000000 Elliott Brewster Department and Description:
 Title: N99895-00 LABORER I Transaction Status:

Routing Queue
 Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday , Oct 02, 2011	Monday , Oct 03, 2011	Tuesday , Oct 04, 2011	Wednesday , Oct 05, 2011	Thursday , Oct 06, 2011	Friday , Oct 07, 2011	Saturday , Oct 08, 2011	Sunday , Oct 09, 2011	Monday , Oct 10, 2011	Tue Oct 201
Regular Pay	1		82.25			8	8	8	8	8			8	
Total Hours:			82.25			8	8	8	8	8			8	
Total Units:				0										

If you clicked **Approve**, the information in the Routing Queue is shown

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday , Oct 02, 2011	Monday , Oct 03, 2011	Tuesday , Oct 04, 2011	Wednesday , Oct 05, 2011	Thursday , Oct 06, 2011	Friday , Oct 07, 2011	Saturday , Oct 08, 2011	Sunday , Oct 09, 2011	Monday , Oct 10, 2011	Tuesday , Oct 11, 2011	Wednesday , Oct 12, 2011	Thursday , Oct 13, 2011	Friday , Oct 14, 2011	Saturday , Oct 15, 2011
Regular Pay	1		82.25			8	8	8	8	8			8	8	8	8	10.25	
Total Hours:			82.25			8	8	8	8	8			8	8	8	8	10.25	
Total Units:				0														

Time In and Out

Earnings	Sunday , Oct 02, 2011	Monday , Oct 03, 2011	Tuesday , Oct 04, 2011	Wednesday , Oct 05, 2011	Thursday , Oct 06, 2011	Friday , Oct 07, 2011	Saturday , Oct 08, 2011	Sunday , Oct 09, 2011	Monday , Oct 10, 2011	Tuesday , Oct 11, 2011	Wednesday , Oct 12, 2011	Thursday , Oct 13, 2011	Friday , Oct 14, 2011	Saturday , Oct 15, 2011
Regular Pay		08:00 AM 12:00 PM	08:00 AM 12:00 PM	08:15 AM 12:00 PM	08:00 AM 12:00 PM	08:00 AM 12:00 PM			08:00 AM 12:00 PM	08:00 AM 12:00 PM	08:00 AM 12:00 PM	08:00 AM 12:00 PM	07:45 AM 12:00 PM	
		01:00 PM	01:00 PM	01:00 PM	01:00 PM	01:00 PM			01:00 PM 05:00 PM	01:00 PM 05:00 PM	01:00 PM 05:00 PM	01:00 PM 05:00 PM	01:00 PM 07:00 PM	

Routing Queue

Name	Action and Date
Kathryn A Seymour	Originated Oct 12, 2011 03:13 pm
Kathryn A Seymour	Submitted Oct 12, 2011 03:35 pm
Rickie Cleo Manes	Pending

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Oct 02, 2011	100.00		10001	T70015	511160	177400				

- Previous Menu
- Approve
- Return for Correction
- Change Record
- Delete
- Add Comment
- Next

If you choose Previous or Next from the first page, you could check **Approve** or **Return**

Department Summary

Home > Approver/Superuser Summary Web Page

Select the employee's name to access additional details.

COA: A, Northeastern State University
Department: T60059, Payroll Office
Pay Period: Oct 02, 2011 to Oct 15, 2011
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Oct 19, 2011, 08:00 PM

Change Selection

Select All, Approve or FYI

Reset

Save

Pending							
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction
Z10000000	Elliott Brewster N99895 - 00 LABORER I	Approve	82.25	.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>
N00000001	Jodi A Sells N99825 - 00 PAYROLL CLERK I	Approve	12.00	.00		<input type="checkbox"/>	<input type="checkbox"/>

When it is approved, you receive the acknowledgement

Department Summary

Home > Approver/Superuser Summary Web Page

Select the employee's name to access additional details.

1 record(s) have been Approved/Acknowledged.

COA: A, Northeastern State University
Department: T60059, Payroll Office
Pay Period: Oct 02, 2011 to Oct 15, 2011
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Oct 19, 2011, 08:00 PM

Change Selection Select All, Approve or FYI Reset Save

Pending				
ID	Name, Position and Title	Required Action	Total Hours	Total Units
N00000001	Jodi A Sells N99825 - 00 PAYROLL CLERK I	Approve	12.00	.00

Approved				
ID	Name, Position and Title	Required Action	Total Hours	Total Units
Z10000000	Elliott Brewster N99895 - 00 LABORER I		82.25	.00

If you approve time for more than 1 organization, make your choice and click **Select**

Approver Selection

Home > Process Select Time Sheet Roll

Time Sheet

Department and Description	My Choice	Pay Period
A, T60059, Payroll Office	<input checked="" type="radio"/>	BW, Oct 02, 2011 to Oct 15, 2011
A, T70007, Office of Human Resources	<input type="radio"/>	BW, Oct 02, 2011 to Oct 15, 2011

Sort Order

My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

Select

If you had selected the Payroll Office you would see those employees

Department Summary

Home > Approver/Superuser Summary Web Page

Select the employee's name to access additional details.

COA: A, Northeastern State University
Department: T60059, Payroll Office
Pay Period: Oct 02, 2011 to Oct 15, 2011
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Oct 19, 2011, 08:00 PM

Change Selection Select All, Approve or FYI Reset Save

Pending					
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue
Z10000000	Elliott Brewster N99895 - 00 LABORER I	Approve	82.25	.00	
N00000001	Jodi A Sells N99825 - 00 PAYROLL CLERK I	Approve	12.00	.00	

Not Started	
ID	Name, Position and Title
N00000001	Chandra Yvette Dyer N99762 - 00 PAYROLL CLERK I
N00000001	Courtney N Hall SW9912 - 00 Student Work Study
N00000001	Jonathan Edward Hanna

If you had selected Office of Human Resources,
those employees would display

Department Summary

Home > Approver/Superuser Summary Web Page

Select the employee's name to access additional details.

COA: A, Northeastern State University
Department: T70007, Office of Human Resources
Pay Period: Oct 02, 2011 to Oct 15, 2011
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Oct 19, 2011, 08:00 PM

Change Selection

Select All, Approve or FYI

Reset

Pending

ID	Name, Position and Title	Required Action	Total Hours	Tot
Z20000000	Lola Bell SW9922 - 00 Student Work Study	Approve	5.00	

Not Started

ID	Name, Position and Title
N00000001	Felicia Denise Graff SW9922 - 00 Student Work Study
N00000001	Tana Lynn Hendrickson N99777 - 00 ADMINISTRATIVE ASSISTANT
N00000001	Nicole T Mcconaha SW9922 - 00 Student Work Study
N00000001	Lisa Marie Straubing

The Return for Correction screen

Department Summary

Home > Approver/Superuser Summary Web Page

Select the employee's name to access additional details.

COA: A, Northeastern State University
Department: T70007, Office of Human Resources
Pay Period: Oct 02, 2011 to Oct 15, 2011
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Oct 19, 2011, 08:00 PM

Change Selection

Select All, Approve or FYI

Reset

Save

Pending


ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction
Z20000000	Lola Bell SW9922 - 00 Student Work Study	Approve	5.00	.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>

You receive a message showing it has been returned

Department Summary

Home > Approver/Superuser Summary Web Page

Select the employee's name to access additional details.

 **1 record(s) have been Returned for Correction.**

COA: A, Northeastern State University
Department: T70007, Office of Human Resources
Pay Period: Oct 02, 2011 to Oct 15, 2011
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Oct 19, 2011, 08:00 PM

Change Selection

Returned for Correction

ID	Name, Position and Title	Total Hou
Z20000000	Lola Bell SW9922 - 00 Student Work Study	

Not Started

ID	Name, Position and Title
N00000001	Felicia Denise Graff SW9922 - 00 Student Work Study
N00000001	Tana Lynn Hendrickson N99777 - 00 ADMINISTRATIVE ASSISTANT
N00000001	Nicole T Mcconaha SW9922 - 00 Student Work Study

The detail now shows **Returned for Correction**

Employee Details

Home > Time Sheet

Select Next or Previous to access another employee.

Employee ID and Name: Z20000000 Lola Bell Department and Description: A T70007 Office of Human Resources
 Title: SW9922-00 Student Work Study Transaction Status: **Returned for Correction**

Previous Menu Submit Change Record Restart Delete Add Comment

Comments Routing Queue Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday , Oct 02, 2011	Monday , Oct 03, 2011	Tuesday , Oct 04, 2011	Wednesday , Oct 05, 2011	Thursday , Oct 06, 2011	Friday , Oct 07, 2011	Saturday , Oct 08, 2011	Sunday , Oct 09, 2011	Monday , Oct 10, 2011	Tuesday , Oct 11, 2011	Wednesday , Oct 12, 2011	Thursday , Oct 13, 2011
Regular Pay	1		5				2		2							1
Total Hours:			5				2		2							1
Total Units:				0												

Time In and Out

Earnings	Sunday , Oct 02, 2011	Monday , Oct 03, 2011	Tuesday , Oct 04, 2011	Wednesday , Oct 05, 2011	Thursday , Oct 06, 2011	Friday , Oct 07, 2011	Saturday , Oct 08, 2011	Sunday , Oct 09, 2011	Monday , Oct 10, 2011	Tuesday , Oct 11, 2011	Wednesday , Oct 12, 2011	Thursday , Oct 13, 2011	Friday , Oct 14, 2011
Regular Pay			01:00 PM 03:00 PM		01:00 PM 03:00 PM						03:00 PM 04:00 PM		

Comments

When you return for correction, leave a comment to indicate the reason

Comments

Home > Comments Web Page

Enter or edit comments until you submit the record for approval. Mark the Comment Confidential inc

Employee: Lola Bell, Z20000000
Pay Period: Oct 02, 2011 to Oct 15, 2011

Made By: Rickie Cleo
Comment Date: Oct 12, 2011
Confidential Indicator:

Enter or Edit Comment:

Made By: Lola Bell
Comment Date: Oct 12, 2011
Comment is not Confidential
Comment: Time Sheet Returned

The detail screen now shows **Comments** and that it was returned. Also the **Routing Queue** has changed status

Time In and Out

Earnings	Sunday , Oct 02, 2011	Monday , Oct 03, 2011	Tuesday , Oct 04, 2011	Wednesday, Oct 05, 2011	Thursday , Oct 06, 2011	Friday , Oct 07, 2011	Saturday , Oct 08, 2011	Sunday , Oct 09, 2011	Monday , Oct 10, 2011	Tuesday , Oct 11, 2011	Wednesday, Oct 12, 2011	Thursday , Oct 13, 2011
Regular Pay			01:00 PM 03:00 PM		01:00 PM 03:00 PM						03:00 PM 04:00 PM	

Comments

Date	Made by	Confidential	Comments
Oct 12, 2011 04:15 pm	Rickie Cleo Manes	No	Please adjust your time for lunch Time Sheet Returned
Oct 12, 2011 04:04 pm	Lola Bell	No	

Routing Queue

Name	Action and Date
Lola Bell	Originated Oct 12, 2011 03:01 pm
Lola Bell	Submitted Oct 12, 2011 04:09 pm
Rickie Cleo Manes	In the Queue

Once the time is adjusted, it will show in your queue again, ready for approval

Department Summary

Home > Approver/Superuser Summary Web Page

Select the employee's name to access additional details.

COA: A, Northeastern State University
Department: T70007, Office of Human Resources
Pay Period: Oct 02, 2011 to Oct 15, 2011
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Oct 19, 2011, 08:00 PM

Change Selection

Select All, Approve or FYI

Reset

Save

Pending

ID	Name, Position and Title	Required Action	Total Hours	Total Units	Q
Z20000000	Lola Bell SW9922 - 00 Student Work Study	Approve	8.00	.00	

Successfully Approved Time

Department Summary

Home > Approver/Superuser Summary Web Page

Select the employee's name to access additional details.

1 record(s) have been Approved/Acknowledged.

COA: A, Northeastern State University

Department: T70007, Office of Human Resources

Pay Period: Oct 02, 2011 to Oct 15, 2011

Act as Proxy: Not Applicable

Pay Period Time Entry Status: Open until Oct 19, 2011, 08:00 PM

Change Selection

Approved						
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI
Z20000000	Lola Bell SW9922 - 00 Student Work Study		8.00	.00	Approved	