TIME APPROVER

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

Login to goNSU and click on the Employee tab

🖉 Main Menu - Windows Internet Explorer	<u>_</u> 문>
🕑 🕘 💌 🙋 http://tssb. nsuok.edu :9010/TEST/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=WELCOME+Welcome,+Rickie+C.+ManesIOct+11,+201104%3A20+p	m 💽 👉 🗙 🔎 Live Search 🖉 🧧
File Edit View Favorites Tools Help	
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goNSU Browse	🔒 Sign Out 🛛 Help
Welcome, Rickie C. Manes!	P Find a page
Employee Finance Time sheets, time off, paystubs, W2 forms, W4 data. Create or review financial documents, budget information, approvals.	
RELEASE: 8.4.1	Last web access on Oct 11, 2011 at 04:20 pm SITE MAP
	NORTHEASTERN STATE UNIVERSITY
Done	📄 📄 Internet 🖓 • 🔍 100% • 🦯
💋 Start 🛛 🏾 🖉 Oracle Fusion Middlewar 🛛 🍘 Main Menu - Windows 🛛 💁 Oracle Fusion Middlewar 🗍 🐏 Presentation4	🕐 🈴 🐝 🕉 🖓 3:39 PM

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.+ManeslOct+11,+201104%3A20+pm#pa 🗾 💽	🗲 🗙 🔎 Live Search
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≽ Favorites 🛛 🦕 🎦 Suggested Sites 👻 🙋 Web Slice Gallery 👻	
je Employee	🟠 • 🖾 • 🖃 🖶
goNSU Browse	
Welcome, Rickie C. Manes!	

Home > Employe	e			
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 >	Employ	yee >	Time	Sheet
--------	--------	-------	------	-------

election Criteria	
	My Choice
Access my Time Sheet:	0
Access my Leave Report:	0
Access my Leave Request:	
Approve or Acknowledge Tim	ie: 💿
Approve All Departments:	
Act as Proxy:	Self 💌
Act as Superuser:	

To review the time, click on the highlighted employee name

Change Sele	ection Sele	ect All, Ap	oprove or FYI	Reset	
Pending					
ID	Name, Position and	Title	Required Action	Total Hours	То
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		Chand N9976 PAYRO	lra Yvette Dyer 52 - 00 DLL CLERK I		
N0000001		Courtr SW99 Studer	ney N Hall 12 - 00 nt Work Study		
N0000001		Jonath ST991 Studer	nan Edward Hanna 2 - 00 nt Institutional		
N0000001		Kathry N9982 PAYRO	n A Seymour 6 - 00 DLL CLERK II		

You can see the summary and time entry detail

Employee Details

Home > Time Sheet

Select I	Next or Previo	us to acce	ess and	ther emplo	oyee.													
Employee I	ID and Name:			Z10	000000 Elli	iott Brewst	er			D	epartn	nent and Des	cription:			AT	60059 Pa	iyrol
Title:				N99	9895-00 LAI	BORERI				т	ransac	tion Status:				Per	nding	
Previous	s Menu	Approve	R	eturn for	Correction	n Cha	ange R	ecord	De	lete	Ado	d Comment	Next					
Routing Qu	Jeue 🔳 Accou	nt Distributi	on															
Time Shee	et																	
Earnings	Shift Specia Rate	I Total Hours	Total Units	Sunday , Oct 02, 2011	Monday , Oct 03, 2011	Tuesday Oct 04, 2011	Wedr Oct 0 2011	nesday, 5,	Thurs Oct 0 2011	day, 6,	Friday Oct 07, 2011	Saturday , Oct 08, 2011	Sunday , Oct 09, 2011	Monday , Oct 10, 2011	Tuesday Oct 11, 2011	7, Wedn Oct 12 2011	esday, 2,	Thui Oct 201 [,]
Regular Pay	1	82.25			8	8		8		8	8			8		8	8	
Total Hours	s:	82.25			8	8	l i	8		8	8	I		8		8	8	
Total Units Time In ar	: nd Out		0															
Earnings	Sunday , Oct 02, 2011	Monday Oct 03, 2011	, T 0 2	uesday, oct 04, 011	Wednesd Oct 05, 2011	lay, Thur Oct (2011	sday ,)6,	Friday Oct 07 2011	,	Saturda Oct 08, 2011	ay, s	Sunday , Dct 09, 20 11	Monday , Oct 10, 2011	Tuesday Oct 11, 2011	, We Oct	dnesday, 12, 2011	Thursd Oct 13, 2011	ay,
Regular Pay		08:00 Al 12:00 Pl	VI 0 VI 1	8:00 AM 2:00 PM	08:15 AM 12:00 PM	08:00 12:00	O AM O PM	08:00 A 12:00 F	AM PM				08:00 AM 12:00 PM	08:00 AN 12:00 PN	/ 08:0 / 12:0	00 AM 00 PM	08:00 A 12:00 P	M
•		01:00 PI 05:00 PI	vi o vi o	1:00 PM 5:00 PM	01:00 PM 05:15 PM	01:00 05:00	PM PM	01:00 F 05:00 F	PM PM				01:00 PM 05:00 PM	01:00 PN 05:00 PN	// 01:0 // 05:0	00 PM	01:00 P 05:00 P	M

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

Relect	t Next o	or Previou:	s to acce	ess ano	ther emplo	yee.								
Employee	ID and	l Name:			Z10	000000 EII	iott Brewste	r		Departm	ent and Des	cription:		
Title:					N99	895-00 LA	BORER I			Transact	ion Status:			
Previou Routing C Time She	us Mer	Account	pprove	on	eturn for	Correctio	n Cha	nge Record	Delete	Add	Comment	Next		
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
Pequilar	1		00.05			8	8	8	8	8				
Pay			82.29			Ŭ							0	
Pay Total Hou	rs:		82.25			8	8	8	8	8			8	

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

Time She	et																			a pagem
Earnings	Shift	Special Rate	Total Hours	Total Units	Sunday , Oct 02, 2011	Monday , Oct 03, 2011	Tuesday Oct 04, 2011	Wednese Oct 05, 2011	day, Thu Oct 201	ursday, t 06, I 1	Friday, Oct 07, 2011	Saturday Oct 08, 2011	, Sunday , Oct 09, 2011	Monday , Oct 10, 2011	Tuesday , Oct 11, 2011	Wedne Oct 12 2011	esday, ,	Thursday , Oct 13, 2011	Friday Oct 14 2011	, Saturday , Oct 15, 2011
Regular Pay	1		82.25			8	ł	3	8	8	8			8	8		8	8	10.25	5
Total Hour	rs:		82.25			8	1	3	8	8	8			8	8		8	8	10.25	5
Total Units	s:			0																
Time In a	nd O	ut																		
Earnings	Sun Oct 201	day , 02, 1	Monday Oct 03, 2011	, T 0 2	uesday , oct 04, 0 11	Wedneso Oct 05, 2011	lay, Thur Oct 2011	sday, Fr 06, O 20	iday , ct 07, 11	Saturo Oct 08 2011	lay, g	Sunday , Oct 09, 20 11	Monday , Oct 10, 2011	Tuesday Oct 11, 2011	, Wedn Oct 1:	iesday, 2, 20 11	Thursd Oct 13, 2011	ay, Frid Oct 201	ay, 14, 1	Saturday , Oct 15, 2011
Regular Pay			08:00 Al 12:00 Pl	VI 0 VI 1	8:00 AM 2:00 PM	08:15 AM 12:00 PM	08:0 12:0	0 AM 08 0 PM 13	2:00 AM				08:00 AM 12:00 PM	08:00 AM 12:00 PM	1 08:00 1 12:00	AM PM	08:00 A 12:00 P	M 07:4 M 12:0	5 AM 0 PM	
			01:00 PI	VI 0	1:00 PM	01:00 PM	01:0	DPM 0	1:00 PM				01:00 PM 05:00 PM	01:00 PN 05:00 PN	1 01:00 1 05:00	PM PM	01:00 P 05:00 P	M 01:0 M 07:0	0 PM 0 PM	
Routing Q	ueue											<u> </u>								
Name								Action ar	d Date											
Kathryn A	Seymo	ur						Originate	d Oct 12,	2011 03	:13 pm									
Kathryn A	Seymo	ur						Submitte	d Oct 12,	2011 03	:35 pm									
Rickie Cle	o Man	es						Pending												
Account L	listrib	ution De	fault Da	ata																
Pay Perio	d Effec	tive Date	,		Percent	Index	Fund	Org	anization		Accou	nt Pro	ogram	Activity	Locati	on	Projec	t Type	Cos	st Type
Oct 02, 20	11				100	0.00	1000	1 T70	015		51116) 17	7400							
														_						
Previou	is Mer	nu A	pprove	R	eturn for	Correction	n Ch	ange Reco	rd	Delete	Add	Commen	t Next							

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

Department Summary

Select the	e employee's name to access add	itional details.					
COA:	A, North	neastern State Unive	rsity				
Departmen	t: T60059	, Payroll Office					
Pay Period	: Oct 02,	2011 to Oct 15, 2013	1				
Act as Prox	cy: Not App	licable					
Pay Period	Time Entry Status: Open u	ntil Oct 19, 2011, 08:	00 PM				
Change Sel	lection 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
Z1000000	Elliott Brewster	Approve	82.25	.00			
	LABORER I						
N0000001	Jodi A Sells	Approve	12.00	.00			
	N99825 - 00 PAYROLL CLERK I						
	E STINGT I VALUENT						

When it is approved, you receive the acknowledgement

Department Summary

Select the	employee's name to a	ccess addit	ional details.		
▲ 1 record(s) have been Appro	oved/Acki	nowledged.		
COA:		A, Northe	eastern State Univer	sity	
Departmen	t:	т60059,	Payroll Office		
Pay Period	:	Oct 02, 2	2011 to Oct 15, 2011		
Act as Prox	y:	Not Appl	icable		
Pay Period	Time Entry Status:	Open un	til Oct 19, 2011, 08:0	00 PM	
Change Sel	ection	Select All, A	pprove or FYI	Reset	Save
ID	Name, Position a	nd Title	Required Action	Total Hours	Total Units
N0000001	Jodi A Sells N99825 - 00 PAYROLL CLERK I		Approve	12.00	.00
	PAIROLE CLERK I				
Approved	PAINOLE CLERK I				
Approved ID	Name, Position a	nd Title	Required Action	Total Hours	Total Units

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	c	BW, Oct 02, 2011 to Oct 15, 2011 -
A, T70007, Office of Human Resources	0	BW, Oct 02, 2011 to Oct 15, 2011 -
Sort Order		My Choice
Sort employees' records by Status th	en by Name	• •
Sort employees' records by Name:		C
Select		

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

Department Summary

Select the	employee's name to a	ccess addit	ional details.					
COA:		A, Northe	eastern State Unive	rsity				
Department	t:	т60059,	Payroll Office					
Pay Period	:	Oct 02, 2	2011 to Oct 15, 2013	1				
Act as Prox	y:	Not Appl	icable					
Pay Period	Time Entry Status:	Open un	til Oct 19, 2011, 08:	00 PM				
Change Sel	ection	Select All, A	pprove or FYI	Reset	Save			
Pending								
ID	Name, Position a	nd Title	Required Action	Total Hours	Total Units	Que		
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								
Not Started								
ID		Name	e, Position and Title	2				
N00000001	I00000001 Chandra Yvette Dyer N99762 - 00 PAYROLL CLERK I							
N00000001	00000001 SW9912 - 00 Courtney N Hall SW9912 - 00							
Noooooot		lopat	han 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 Sel	ection S	elect All, A	pprove or FYI	Reset		
Pending						
ID	Name, Position and	l Title	Required Action	Total Hours	Tot	
Z20000000	Lola Bell SW9922 - 00 Student Work Study		Approve	5.00		
Not Started	I					
ID		Name,	Position and Title			
N00000001		Felicia I SW992 Studen	Denise Graff 2 - 00 t Work Study			
N00000001		Tana L N9977 ADMINI	ynn Hendrickson 7 - 00 ISTRATIVE ASSISTAN	т		
N0000001		Nicole 1 SW992 Studen	F Mcconaha 2 - 00 t Work Study			
N0000001		Lisa Ma	arie Straubing			

The Return for Correction screen

Department Summary

🔍 Select the	Select the employee's name to access additional details.												
COA:	COA: A, Northeastern State University												
Departmen	Department: T70007, Office of Human Resources												
Pay Period	: (Oct 02, 20	11 to Oct 15, 2011										
Act as Prox	y: 1	Not Applic	able										
Pay Period	Time Entry Status:	Open unti	Oct 19, 2011, 08:0	00 PM									
Change Sel	ection	lect All, Ap	prove or FYI	Reset	Save								
Pending													
ID	D Name, Position and Title Required Action Total Hours Total Units Queue Status Approve or FYI Return for Correction												
220000000 Lola Bell Approve 5.00 .00 SW9922 - 00 Student Work Study													

You receive a message showing it has been returned

Department Summary

🔍 Select the emplo	yee's name to ac	ccess additional details.				
▲ 1 record(s) hav	ve been Return	ned 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 Corr	rection					
ID	Name,	Position and Title	Total Hou			
Z2000000	Lola Bell	II 22 - 00				
	Student	t Work Study				
Not Started						
ID		Name, Position and Title				
N0000001		Felicia Denise Graff SW9922 - 00 Student Work Study				
N0000001		Tana Lynn Hendrickson N99777 - 00 ADMINISTRATIVE ASSISTANT				
N0000001		Nicole T Mcconaha SW9922 - 00 Student Work Study				

The detail now shows Returned for Correction

Employee Details

Home > Time Sheet

Select N	Next or Previou	is to acce	ss ano	ther emplo	yee.												
Employee II	D and Name:		Z	20000000	Lola Bell				Depart	ment an	d Descriptio	1:		T70007 0	ffice of H	uman R	esources
Title:			S	SW9922-0) Student Wo	ork Study			Transa	ction St	atus:		F	Returned fo	r Correct	ion	
Previous	Menu	Submit	Cha	ange Rec	ord Re	estart	Delete	A	Add Comm	nent							
Comments	 Routing Que 	eue 🔳 Ad	count Di	stribution													
Time Shee	t																
Earnings 9	Shift Special Rate	Total Hours	Total Units	Sunday , Oct 02, 2011	Monday , Oct 03, 2011	Tuesday , Oct 04, 2011	Wedne Oct 05 2011	esday, ,	Thursday Oct 06, 2011	Friday Oct 07 2011	, Saturday, , Oct 08, 2011	Sunday , Oct 09, 2011	Monday , Oct 10, 2011	Tuesday Oct 11, 2011	, Wedne Oct 12 2011	esday, ,	Thursday Oct 13, 2011
Regular Pay	1	5				2			2	1						1	
Total Hours	3:	5				2			2	2						1	
Total Units:	:		0														
Time In an	nd Out																
Earnings	Sunday , Oct 02, 2011	Monday Oct 03, 2011	, Tu 0 20	uesday , ct 04, 0 11	Wednesda Oct 05, 2011	ay, Thurs Oct 0 2011	day, 6,	Friday , Oct 07, 2011	Satur Oct 0 2011	rday, 18,	Sunday , Oct 09, 2011	Monday , Oct 10, 2011	Tuesday Oct 11, 2011	y, Wed Oct	nesday, 12, 20 11	Thurse Oct 13 2011	day, Fr 5, O 20
Regular Pay Comments			0	1:00 PM 3:00 PM		01:00 03:00	PM PM							03:00 04:00	D PM D PM		

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: Lol	a Bell, Z2000000
Pay Period: Od	t 02, 2011 to Oct 15, 2011
Made By: Comment Date Confidential I	Rickie Cleo e: Oct 12, 2011 ndicator:
Enter or Edit (Comment: Please adjust your time for lunch
Save	Previous Menu
Made By:	Lola Bell
Comment Date	: Oct 12, 2011
Comment is n	ot Confidential
Comment:	Time Sheet Returned

Time In and Out

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

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 b	у			Confident	ial	Co	nments	
Oct 12, 201	11 04:15 pm			Rickie (Cleo Manes	lanes No				PI	Please adjust your time for lunch	
Oct 12, 201	11 04:04 pm			Lola Be	11			No		Ti	me Sheet Return	ed
Routing Q	ueue											
Name					Actio	on and Date						
Lola Bell					Origi	nated Oct 12	2, 2011 03:01 p	m				
Lola Bell					Subr	nitted Oct 12	2, 2011 04:09 p	m				
Rickie Cleo	Manes				In the	e Queue						

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

Department Summary

Select the	Select the employee's name to access additional details.											
COA:		A, Northe	eastern State Univer	sity								
Department	Department: T70007, Office of Human Resources											
Pay Period:	Pay Period: Oct 02, 2011 to Oct 15, 2011											
Act as Prox	Act as Proxy: Not Applicable											
Pay Period	Time Entry Status:	Open unt	til Oct 19, 2011, 08:0	00 PM								
Change Sel	ection	Select All, A	pprove or FYI	Reset	Save							
Pending	Pending											
ID	Name, Position and Title Required Action Total Hours Total Units											
Z2000000	Lola Bell SW9922 - 00 Student Work Stud	y	Approve	8.00	.00)						

Successfully Approved Time

Department Summary

🔍 Select the	Select the employee's name to access additional details.										
⚠ 1 record(s) have been Approv	/ed/Ackn	owledged.]							
COA:		A, Northe	astern State Univer	sity							
Departmen	t:	т70007, (Office of Human Res	ources							
Pay Period	:	Oct 02, 2	011 to Oct 15, 2011								
Act as Prox	xy:	Not Appli	cable								
Pay Period	Time Entry Status:	Open unt	il Oct 19, 2011, 08:0	00 PM							
Change Sel	ection										
Approved											
ID	Name, Position and	l Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI				
Z20000000	Lola Bell SW9922 - 00 Student Work Study			8.00	.0	Approved					