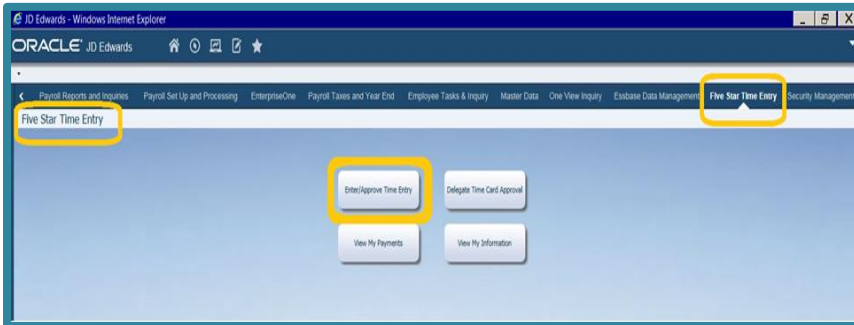


Approving Time Entry

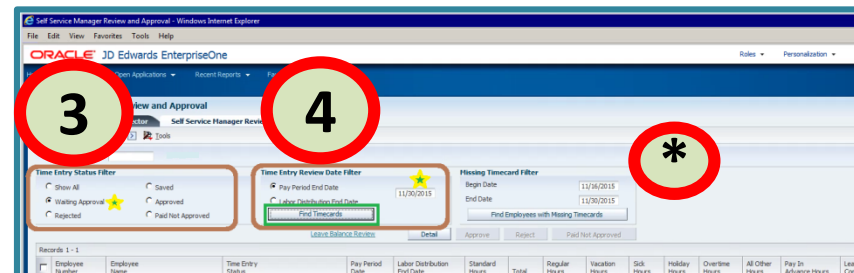


Navigate to the **Five Star Time Entry** screen. Then click the **“Enter / Approve Time”** to start the process.



When approving Time Entry for subordinates, after navigating to the **“Time Entry Self Service Director”** Screen:

1. Enter **YOUR** Pay Period Ending Date that you are seeking to approve. (Wednesday)
2. Click **Manager Review**.



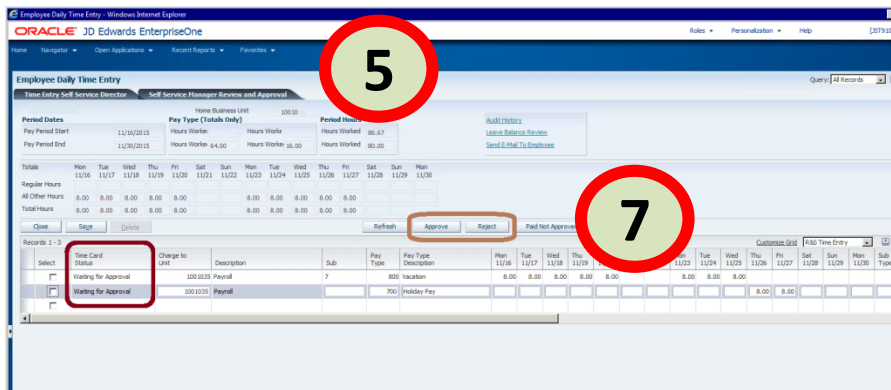
3. In the **“Self Service Manager Review and Approval”** screen.

- In the **“Time Entry Status Filter”** area, select **“Waiting Approval.”**
- In the **“Time Entry Review Date Filter”** area, confirm the Pay Period End Date.

4. Click **“Find Timecards”** and you will see the employees that have timecards waiting your Approval. *Select* the line, *click* the **“Detail”** button.

*** A Process note:** In the **“Period Hours”** section, you may see hours in the **“Expected”** box. **IGNORE** this value.

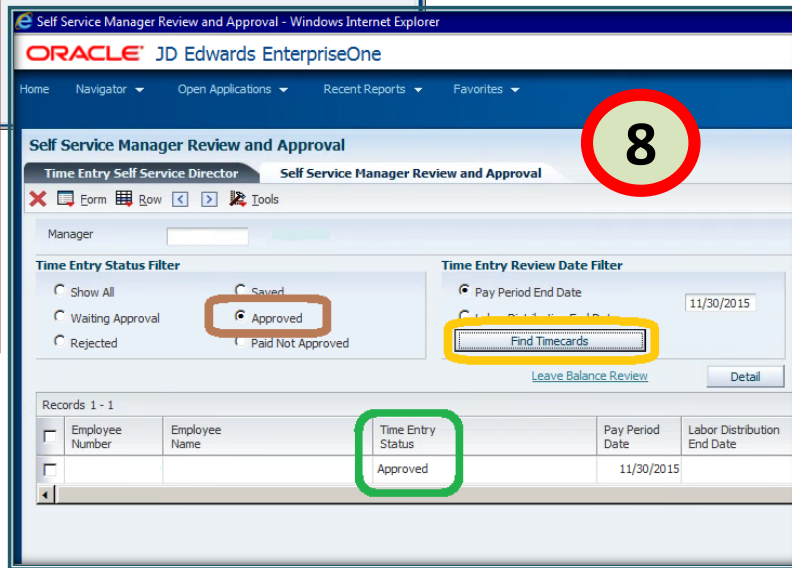
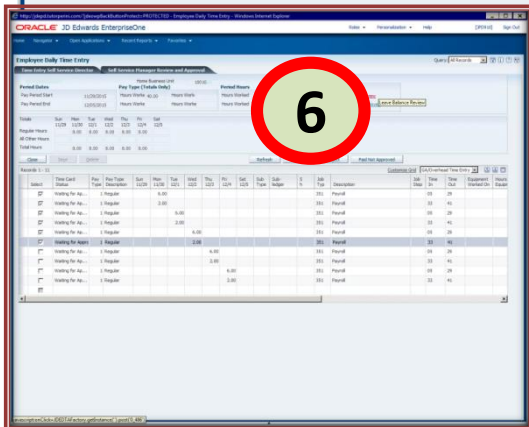
Approving Time Entry



5. In the **Employee Daily Time Entry Screen**, you will see each Time Entry from the Subordinate.

6. Select an Employee (row) and click **“Detail”** to see the specifics of that Employee’s timecard.

7. Once you review and select **“Approve”** the line will disappear from the screen. Move to the next Line. Once you finish the selected employee, **“close”** this employee and **click “Find Timecards” again** to refresh the **“...Manager Review”** screen.



8. You can verify Status by selecting **“Approved”** under the **“Time Entry Self Service Director”** tab and **clicking “Find Timecards.”** The **“Time Entry Status”** column will show **“Approved.”**