

Employee Self-Service

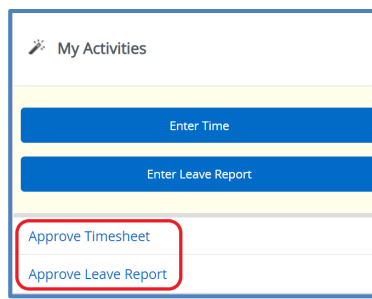
Approving Timesheets and Leave Reports

Accessing Employee Self-Service

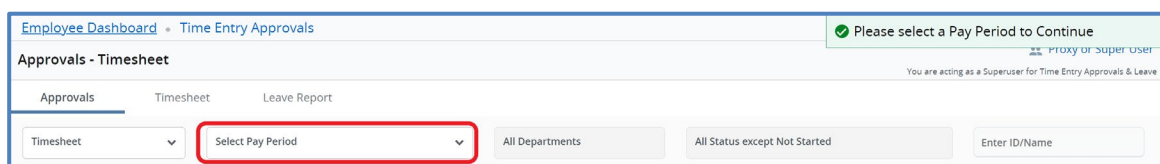
- Open [MyUWF](#)
- Click: **Login**
- Enter: Argonet Username and Password
- Search and Select: **Employee Dashboard**

Employee Dashboard Screen

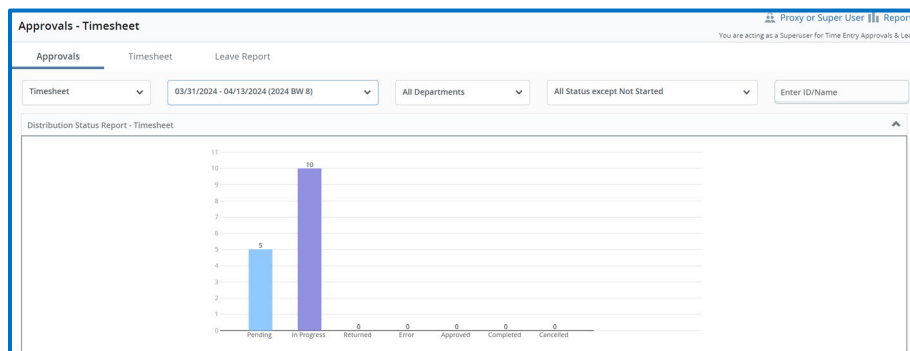
Under the **My Activities** section of the Employee Dashboard click the button: **Approve Timesheet** or **Approve Leave Report**. All non-exempt, hourly employees complete Timesheets, while all exempt, salaried employees complete Leave Reports. You must choose the selection based upon what you are approving at the moment.



After clicking the Approve Timesheet button, the **Approvals – Timesheet** page will appear. If an approver/supervisor has approval authority for multiple departments, a department selection must be made. To access the current or previous pay periods, use the drop-down menu arrow to select the pay period you need to access.



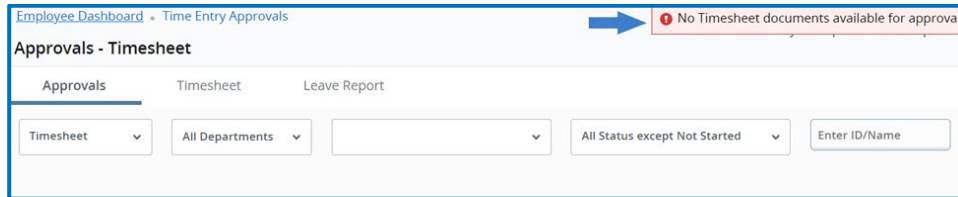
Once the parameters have been entered, a graph showing the number of Timesheets in the various statuses will show in the **Distribution Status Report – Timesheet** section.



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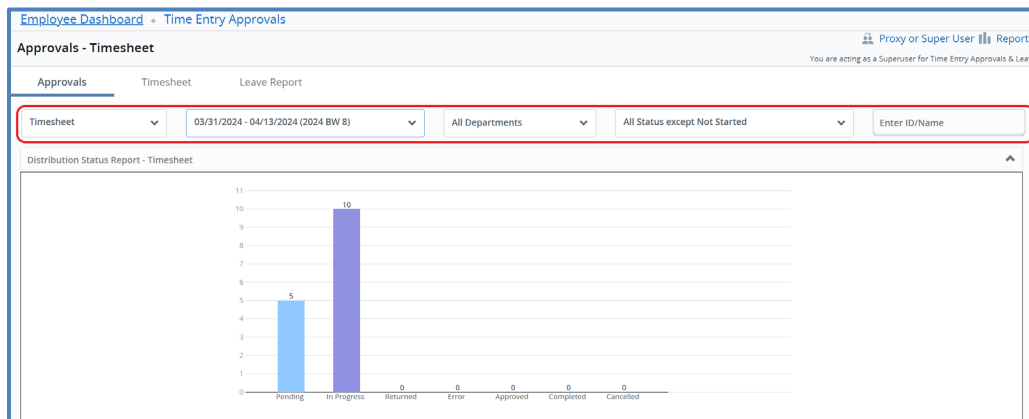
Approving Timesheets and Leave Reports

If none of the employees within the department have submitted a Timesheet for the pay period, you will see a red message that says **No Timesheet documents available for approval.**



Reviewing Timesheets and Leave Reports

On the **Approvals – Timesheet** page, you can sort Timesheets based on different criteria such as Department, Pay Period, Status, and UWF ID/Name. Make selections from the drop-down menu as needed. A **Distribution Status Report – Timesheet** (bar graph) is available to view. The process for accessing the **Approvals - Leave Report** queue is the same, as are the processes which follow in regards to Timesheets.



Below the **Distribution Status Report – Timesheet** (bar graph) you will find a detailed view of the various queues for Pending, In Progress, Returned, Error, and Approved Timesheets or Leave Reports.

You may click on the Employee's Name to access the Timesheet or Leave Report, or you can click on the 3 dots to access the menu options. From there you can choose to Preview the Timesheet or Leave Report, or view the individual's current Leave Balances.

Please keep in mind that on Leave Reports the employee's leave balances will not be up-to-date and accurate unless all leave has been reported **and** approved.

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Approving Timesheets and Leave Reports

Employee Name	ID	Organization	Hours/Units	
TS Skis Aide-IM Official, 974000-00	[REDACTED]	7-4443, intramurals	2.50 Hours	Preview Leave Balance
TS Skis Aide-IM Official, 974000-00	[REDACTED]	7-4443, intramurals	2.50 Hours	

Employee Name	ID	Organization	Hours/Units	
IM Supervisor, 992000-00	[REDACTED]	7-4443, intramurals		

Employee Name	ID	Organization	Hours/Units	
TS Skis Aide-IM Official, 974000-02	[REDACTED]	7-4443, intramurals	5.25 Hours	
[REDACTED]	[REDACTED]	7-4443, intramurals	4.25 Hours	
TS Skis Asst-IM Supervisor, 974000-02	[REDACTED]	7-4443, intramurals	5.25 Hours	

Reviewing Employee Leave Balances

Supervisors should review an employee's leave balances to ensure they have enough leave to cover the hours they are reporting. To access the leave balances, click on the 3 dots from the **Approvals - Timesheet** or **Approvals - Leave Report** section and click on **Leave Balances**.

Employee Name	ID	Organization	Hours/Units	
TS Skis Aide-IM Official, 974000-00	[REDACTED]	7-4443, intramurals	2.50 Hours	Preview Leave Balance
TS Skis Aide-IM Official, 974000-00	[REDACTED]	7-4443, intramurals	2.50 Hours	

A pop-up box will appear for the selected employee, showing you the current leave available.

Annual Leave		Sick Leave	
Beginning Balance	115.25	Beginning Balance	133.50
Earned	42.00	Earned	24.00
Taken	44.50	Taken	20.75
Annual Leave in hours	112.75	Sick Leave in hours	136.75

Additional Review Functions for Timesheets and Leave Reports

When approving Timesheets and Leave Reports, there are four action buttons at the bottom of the screen: **Previous Page**, **Details**, **Return for Correction**, and **Approve**.

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Approving Timesheets and Leave Reports

Human Resources Specialist, 101880-00, 7, 1450, Human Resources
Pay Period: 04/14/2024 - 04/27/2024 8.00 Hours Pending Submitted On 04/19/2024, 10:43 AM

Date	Earn Code	Shift	Total
04/16/2024	ANL, Annual Leave	1	4.00 Hours
04/18/2024	ANL, Annual Leave	1	4.00 Hours

Earn Code	Shift	Week 1	Week 2	Total
ANL, Annual Leave	1	8.00	8.00 Hours	
Total Hours		8.00		

Routing and Status

Name	Action
	Originated On: 04/19/2024, 10:37 AM by [REDACTED]
	Submitted On: 04/19/2024, 10:43 AM by [REDACTED]
	Approve by: 10/24/2024, 12:00 PM

Nicole Zamary
Pending Approval

Comment (Optional):
Add Comment

2000 characters remaining
 Confidential Comment **Do NOT Use**

Previous Page Details Return for correction Approve

- **Previous Page** will take you back to the previous screen.
- **Details** will show you the weekly detail view as the employee entered the time/leave. This is where the Approver can make corrections, if necessary. However, Human Resources kindly requests that Supervisors not make any changes to the employee's Timesheet or Leave Report. In order to have a proper audit trail for hours worked and leave paid, only the employee should be making these changes. Supervisors should return the Timesheet or Leave Report for correction and resubmission.
- **Return for Correction** will return the Timesheet or Leave Report to the employee for correction. Returned Timesheets and Leave Reports should have a comment entered before being returned so that the reason for return is documented and the employee is aware of the changes required.
- **Approve** will approve the Timesheet or Leave Report. If a Leave Report, once the Approve button is clicked, the leave balances are immediately reduced. Once approved, the Leave Report cannot be returned or recalled.

Adding Comments to Timesheets and Leave Reports

Supervisors may add comments to a Timesheet or Leave Report, just as an employee can. However, comments added to Timesheets and Leave Reports should **not** be marked Confidential as they are not visible to anyone besides the Supervisor and Human Resources.

Comment (Optional):
Add Comment

2000 characters remaining
 Confidential Comment **Do NOT Use**

Timesheet and Leave Report Proxies – Proxy Setup

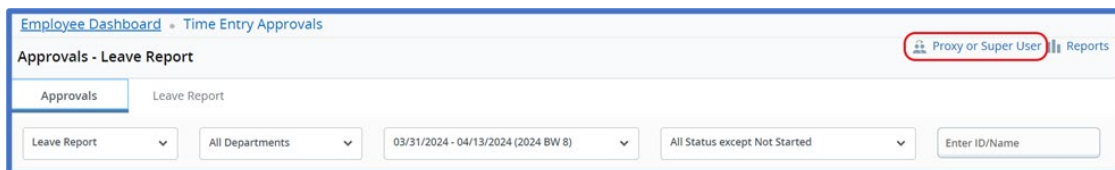
Supervisors (and designated OPS Timesheet approvers) are required to review and approve all online Timesheets and Leave Reports for their employees prior to the deadline each biweekly period.

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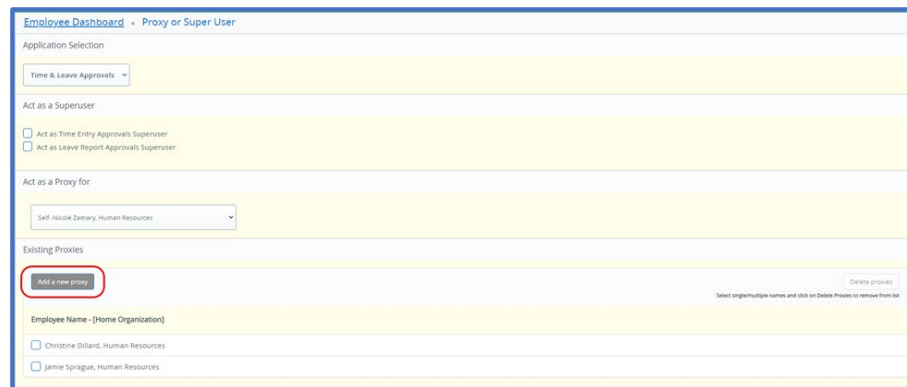
If you will not be able to perform this duty, due to annual or sick leave, it is your responsibility to schedule one of your proxies to take care of this for you. A Proxy is an approver who you are giving the rights to approve Timesheets or Leave Reports on your behalf.

From the Time Entry Approvals page, click the **Proxy or Super User** link in the top right corner.



The screenshot shows the 'Employee Dashboard - Time Entry Approvals' page. At the top right, there is a link labeled 'Proxy or Super User' which is circled in red. Below this, there are tabs for 'Approvals' and 'Leave Report'. Under the 'Leave Report' tab, there are several filters: 'Leave Report' (dropdown), 'All Departments' (dropdown), '03/31/2024 - 04/13/2024 (2024 BW 8)' (dropdown), 'All Status except Not Started' (dropdown), and 'Enter ID/Name' (text input).

Click on the button: **Add a new proxy** in the **Existing Proxies** section.



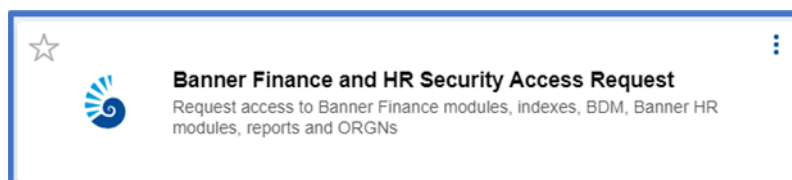
The screenshot shows the 'Employee Dashboard - Proxy or Super User' page. Under the 'Existing Proxies' section, there is a button labeled 'Add a new proxy' which is circled in red. Below this, there is a list of existing proxies with columns for 'Employee Name - (Home Organization)', 'Act as Time Entry Approvals Supersuser', and 'Act as Leave Report Approvals Supersuser'. Two proxies are listed: 'Christine Dillard, Human Resources' and 'Jamie Sprague, Human Resources'.

Search for the employee that you would like to assign as your Proxy from the drop-down menu. Your Proxy should be another employee who has been granted access as a Time and/or Leave Approver.



The screenshot shows the 'Existing Proxies' section. The 'Add a new proxy' button is circled in red. Below it, there is a search dropdown menu with the text 'Select Employee to add as Proxy'. The dropdown menu is open, showing a search result for 'Sheri Jernigan, Human Resources' which is also circled in red.

If the individual does not have Banner Access setup, they will need request the appropriate access via the MyUWF app, **Banner Finance and HR Security Access Request**.



The screenshot shows the 'Banner Finance and HR Security Access Request' form. It features a star icon, a blue circular logo, and the text: 'Banner Finance and HR Security Access Request. Request access to Banner Finance modules, indexes, BDM, Banner HR modules, reports and ORGNs'.

Note: Your proxies must have access to the same Home Orgn(s) for which they are acting as a proxy.

Designating a Proxy to approve a Timesheet or Leave Report in your absence does not eliminate your ongoing responsibility to approve time for your employees. The Proxy function is intended only

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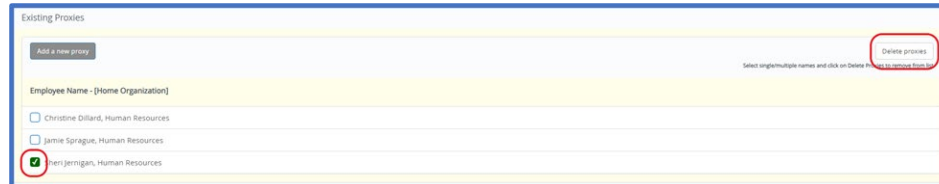
Approving Timesheets and Leave Reports

to be used when circumstances such as a vacation or illness prevent you from completing your normal time approving duties before the Pay Period deadline.

Deleting a Proxy

When an individual is no longer serving as your proxy, they should be removed from your proxy list. To do so, select the check-box next to your Proxy's name and click the button:

Delete proxies.



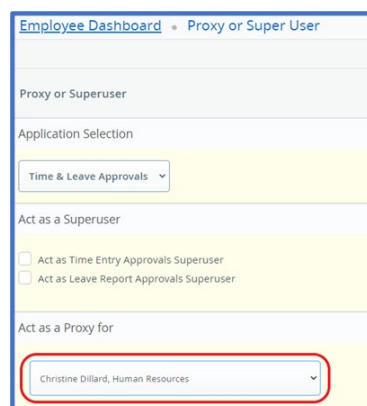
The screenshot shows a web interface titled "Existing Proxies". At the top left is a button labeled "Add a new proxy". At the top right is a button labeled "Delete proxies" with a red circle around it. Below the buttons is a table with the following content:

Employee Name - [Home Organization]	
<input type="checkbox"/>	Christine Dillard, Human Resources
<input type="checkbox"/>	Jamie Sprague, Human Resources
<input checked="" type="checkbox"/>	Terri Jernigan, Human Resources

Approving Timesheets and Leave Reports as a Proxy

If another approver has granted Proxy rights to you, you may approve Timesheets or Leave Reports on their behalf. From the Time Entry Approvals page, click on the **Proxy or Super User** button. On the Proxy or Super User page, there is a section titled **Act as Proxy for**. Your information will default as the selection and you must use the drop-down to select who you are acting on behalf of.

Note: only employees who set you as their proxy on their profile will be visible on the drop-down.



The screenshot shows the "Employee Dashboard" with the "Proxy or Super User" tab selected. The page contains the following sections:

- Proxy or Superuser**
- Application Selection**: A dropdown menu set to "Time & Leave Approvals".
- Act as a Superuser**: Two checkboxes, both unchecked:
 - Act as Time Entry Approvals Superuser
 - Act as Leave Report Approvals Superuser
- Act as a Proxy for**: A dropdown menu with "Christine Dillard, Human Resources" selected and circled in red.

You will now see a message in the upper right-hand corner stating that you are acting as proxy for another employee.

You are acting as proxy for Christine Dillard

Click the button: **Navigate to Time & Leave Approvals application.**

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The screenshot shows the 'Employee Dashboard' for a 'Proxy or Super User'. At the top right, it indicates 'You are acting as proxy for Christine Dillard'. The interface includes sections for 'Proxy or Superuser', 'Application Selection' (with a dropdown menu set to 'Time & Leave Approvals'), 'Act as a Superuser' (with radio buttons for 'Act as Time Entry Approvals Supervisor' and 'Act as Leave Report Approvals Supervisor'), and 'Act as a Proxy for' (with a dropdown menu set to 'Christine Dillard, Human Resources'). Below these are 'Existing Proxies' and an 'Add a new proxy' button. A 'Deny proxy' button is also visible. At the bottom right, there is a red-bordered button labeled 'Navigate to Time & Leave Approvals application'. The footer of the page shows 'Employee Name - (Home Organization)'.

You will now be able to view Timesheets and Leave Reports as a Proxy to review/approve. The Routing and Status section of the reports will note that the approval was made by the Proxy and not the employee's supervisor.