TU Timesheet

Approval Process

Introduction

This self-help document will walk an approver through the timesheet approval process. Included is how to approve, deny and filter.

Approving Timesheets

1. From your favorite browser, type **mytu.towson.edu** and press ENTER.

Note: TU Timesheet is not supported by Internet Explorer.

2. Click **SIGN IN** in the upper right-hand corner of the screen.

Figure 1

3. Enter your **Username (NetID)** and **Password** and click **Login**.
4. From the **myTU** page, scroll down and click on the **Timesheets** tile.

Figure 2

5. You will land on the **TIMESHEETS** tab. Click the **APPROVALS** tab at the top of the page.
6. The **Manager Approvals** page will appear. Notice there are two (2) tabs at the top: **Pending Approvals** and **All Employees**. You will be on the **Pending Approvals** tab by default. You will see all employees that you have both approval and alternate approval authority for.

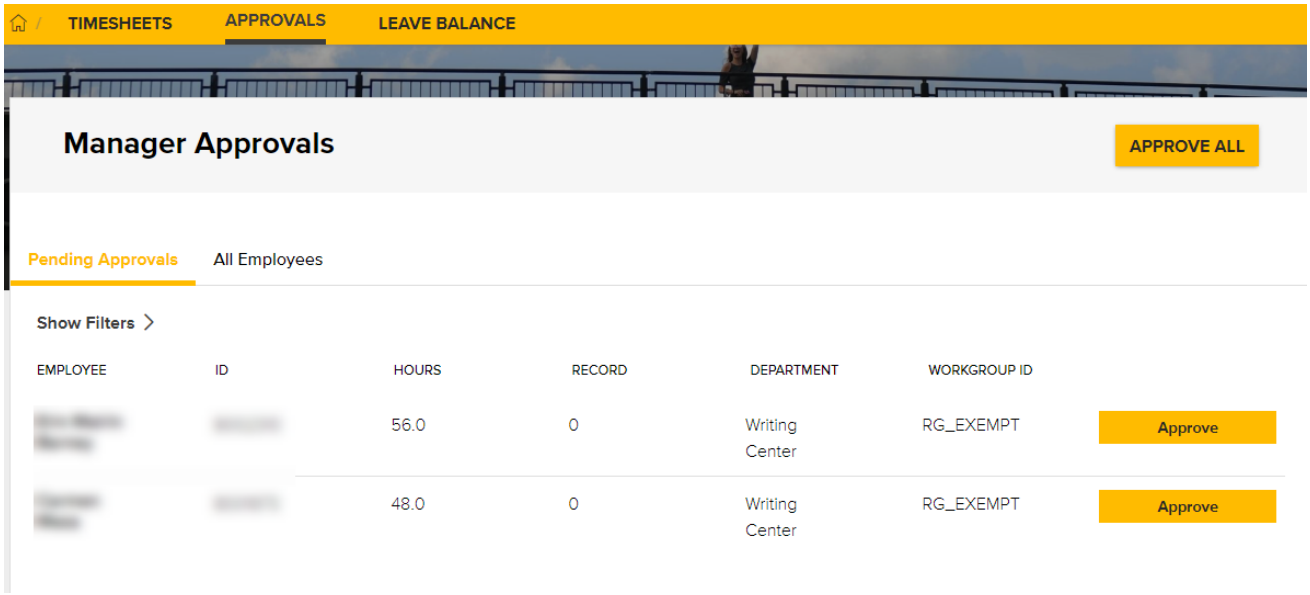

Figure 3

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7. Employees will be listed in a report format with the following fields: **EMPLOYEE, ID, HOURS, RECORD, DEPARTMENT AND WORKGROUP ID**.
8. If you wish to view a specific employee's timesheet, click directly on the employee's name. You will launch into that employee's timesheet. To move back to the **Manager Approvals** page, click on the **APPROVALS** tab at the top of the page once again.
9. To approve an individual's timesheet, click the **Approve** button to the right of an employee. To approve all timesheets, click the **APPROVE ALL** button in the upper right-hand corner.

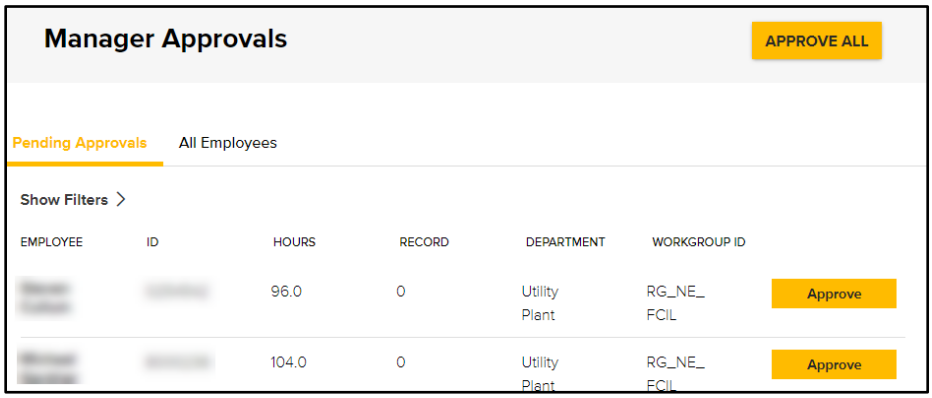

Figure 4

Note: You may only revise up to two (2) **previous** pay periods or enter **future** time for up to four (4) pay periods for yourself or your staff.

Denying/Changing a Timesheet

If you need to deny or change time for an employee, you can link to the employee's timesheet from the Manager Approvals page and make the changes there.

1. From the **Manager Approvals** page, click directly on the name of the person you wish to Deny or Change time for.

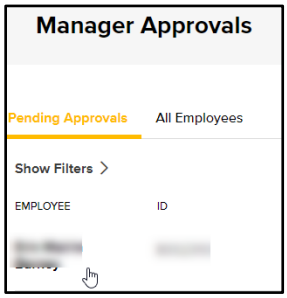

Figure 5

2. You will launch into that individual employee's timesheet. Click in the time block you want to deny or change.

Note: If you want to make a change to an employee's timesheet (for example, the time reporting code) you must deny the entry first and then create a new entry.

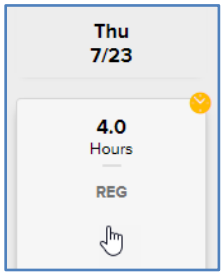

Figure 6

3. Click the **DENY** button at the bottom of the screen.

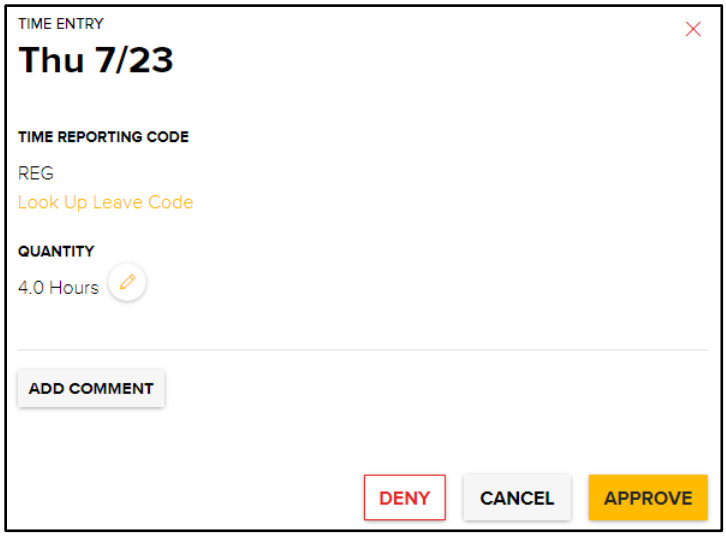

Figure 7

4. The time block will turn red with a **Denied** status indicator (explanation point) in the right corner.

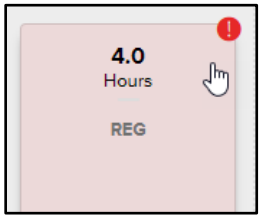

Figure 8

5. To add corrected time back to the timesheet, click the yellow plus sign under the appropriate date.

Figure 9

6. In the **TIME ENTRY** box, fill in the revised time entry and click **SAVE**.

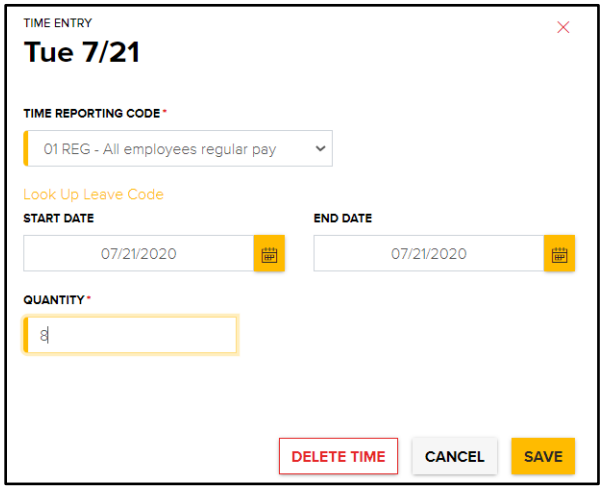

Figure 10

7. You must click the **SUBMIT** button (and **Confirm Timesheet Submission**) before you can then approve the new time you just entered for the employee.

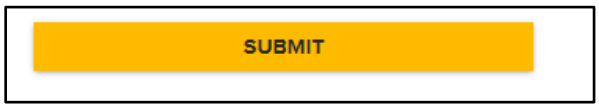

Figure 11

8. Click on the time block once again and click **APPROVE** for each new time block you submitted. Alternatively, you can click on the **APPROVALS** tab at the top of the page and click the **Approve** button for the employee whose record was changed from the **Manager Approvals** page.

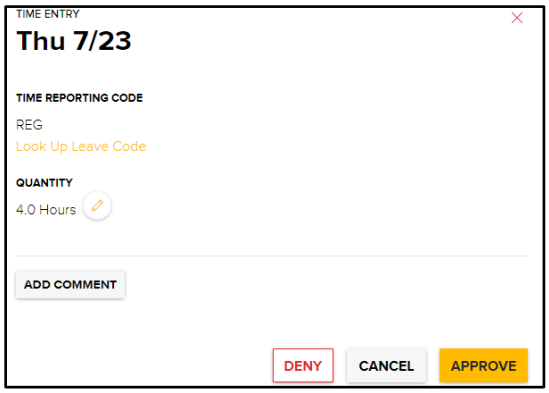

Figure 12

Filtering

You may filter the employee list (for example: if you wish to view a specific employee, only student employees or a specific time frame). If you are an alternate approver, filtering is a convenient way to see only those employees you have direct approval authority over.

1. Click on the **Show Filters** arrow. A search form will appear.

Figure 13

2. Enter your search criteria in the appropriate field. For example, if you wish to only see a specific workgroup ID. The **WORKGROUP ID** list below will help when filtering by this field which identifies the employee's status.

- **RG_EXEMPT** - Regular Exempt & Librarians
- **RG_NONEX** – Regular Non-Exempt
- **RG_NE_FCIL** - Regular Non-Exempt Facilities
- **RG_NE_POL** - Regular Non-Exempt Police
- **CT1_NONEX** - Contingent 1 Non-Exempt
- **CT2_EXEMPT** - Contingent 2 Exempt
- **RG-EX-FCPL** – Regular Exempt Facilities and Police
- **CT2_NONEX** - Contingent 2 Non-Exempt
- **CT_STUDENT** - Contingent Student
- **No enrollment** – No Timesheet
- **CT_LECTURE** – Contingent Lecturer
- **RG_FACULTY** – Regular Faculty
- **RG_EX_POL** – Regular Exempt Police

3. Click in the **WORKGROUP ID** field and type a code from the list above (in the example below, we are using **RG_EXEMPT**). Your results will show up immediately.

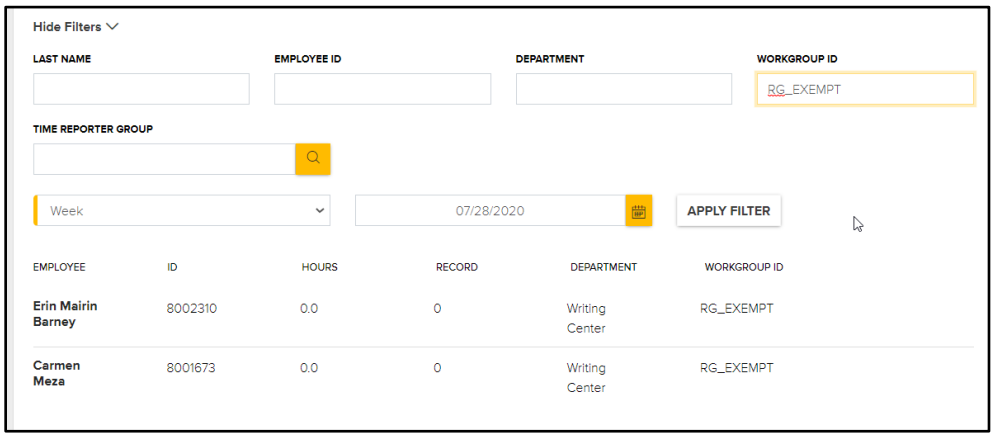

Figure 14

4. If you are both an approver and an alternate approver, you may wish to filter by the time reporter group field. To do this, click on the magnifying glass under the **TIME REPORTER GROUP** field. You will launch into the **Look Up Time Reporter Group** screen. Click on the **Time Reporter Group** of your choice and you will return to the **Manager Approvals** screen with the filtered list.

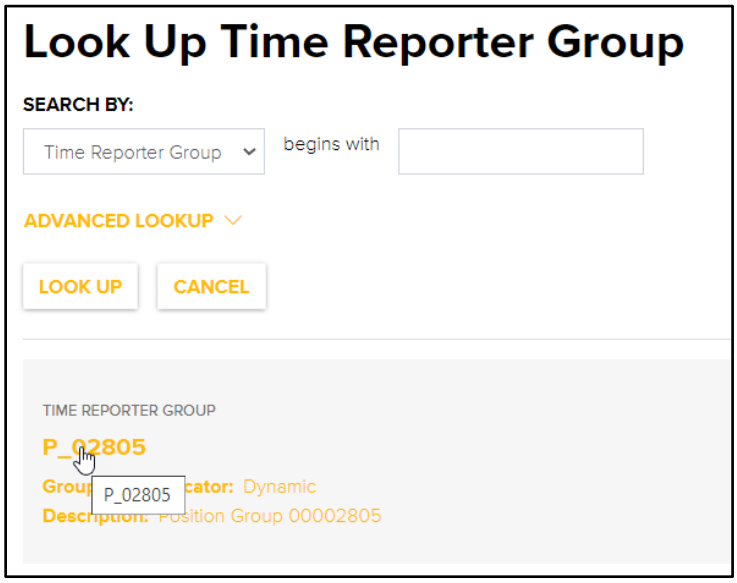

Figure 15

Signing Out

When complete, click **SIGN OUT** in the upper right-hand corner.

Figure 16

Note: You will automatically time out after 20 minutes of inactivity.