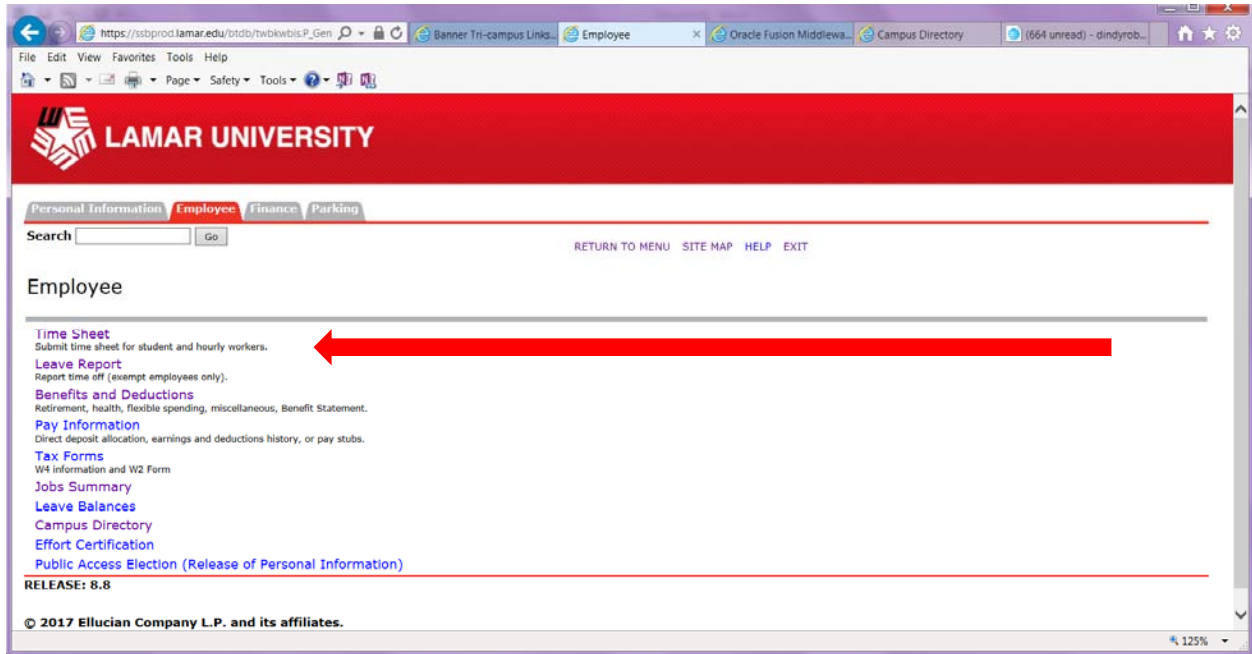
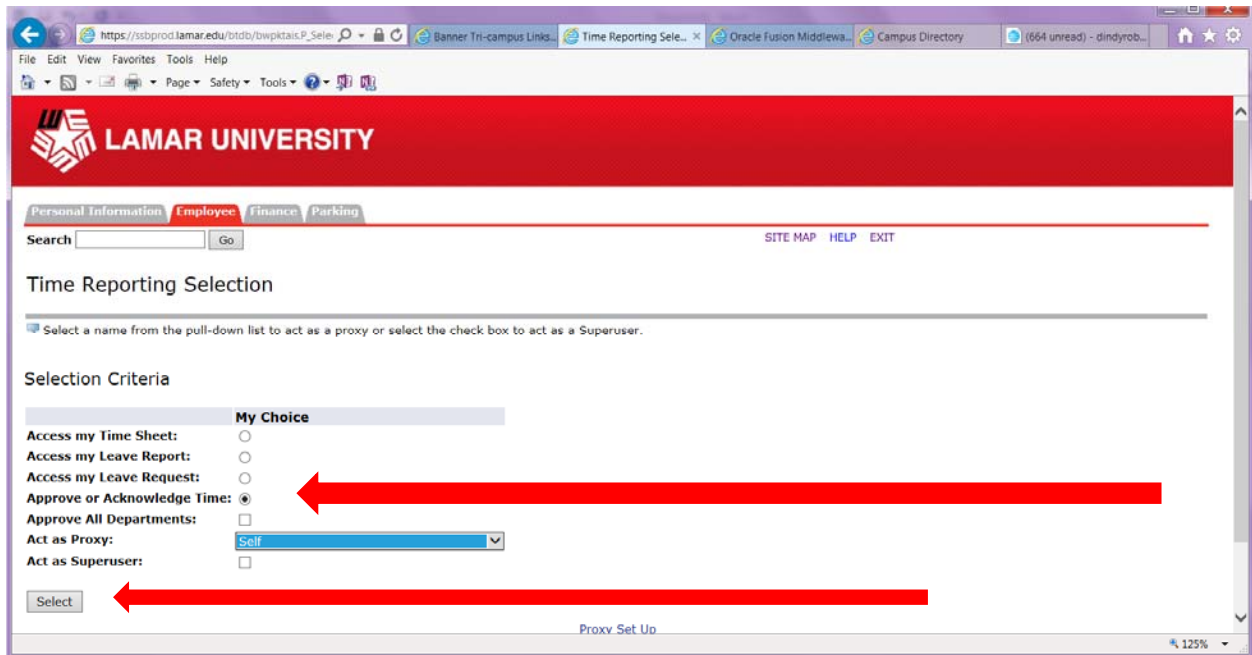


# Approver Time Entry

When you go into SSB, click on Time Sheet.



Make sure the radio button next to Approve or Acknowledge Time is selected. Then click on "Select".



# Approver Time Entry

Click on the name of the employee whose time sheet you want to approve.

Department Summary

Select the employee's name to access additional details.

COA: L, Lamar University  
 Department: CHNRXT, Chemical Eng Rafael X Tadmor  
 Pay ID: BW, Bi-Weekly Payroll  
 Pay Period: Jul 01, 2017 to Jul 14, 2017  
 Act as Proxy: Not Applicable  
 Pay Period Time Entry Status: Open until Jul 17, 2017, 10:00 AM

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	Cancel	Other Information
	<a href="#">Carlos Alberto Caballero Coneo</a> 495101 - 04 Student Assistant	Override	37.50	.00		<input type="checkbox"/>	<input type="checkbox"/>		<a href="#">Change Time Record</a> <a href="#">Comments</a> <a href="#">Leave Balance</a>

**Pay Event Transactions**

Action required by all approvers: 0  
 Time or Leave Transactions Approved or FYI: 0  
 Time or Leave Transactions Awaiting Approval or FYI: 1  
 Total: 1  
 Total Hours: 37.50  
 Total Units: .00

Review the time listed. If everything is okay, click on "Approve." If you have questions, then if it is before the 11:59 pm Sunday submission time, click on "Return for Correction" and send Carlos an email to tell him you have done so.

If it is after the submission deadline of 11:59 pm Sunday, you will need to click on "Change Record" and make the necessary changes. Put a comment in the comment field to document your changes. Also, email Carlos to let him know about the changes you made and the reason for doing so. Then you can approve it.

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: L20267178 Carlos Alberto Caballero Coneo  
 Title: 495101-04 Student Assistant  
 Department and Description: L CHNRXT Chemical Eng Rafael X Tadmor  
 Transaction Status: Pending

Approve | Return for Correction | Change Record | Delete | Add Comment

[Comments](#) | [Routing Queue](#) | [Account Distribution](#)

**Time Sheet**

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday, Jul 01, 2017	Sunday, Jul 02, 2017	Monday, Jul 03, 2017	Tuesday, Jul 04, 2017	Wednesday, Jul 05, 2017	Thursday, Jul 06, 2017	Friday, Jul 07, 2017	Saturday, Jul 08, 2017	Sunday, Jul 09, 2017	Monday, Jul 10, 2017	Tuesday, Jul 11, 2017	Wednesday, Jul 12, 2017	Thursday, Jul 13, 2017	Friday, Jul 14, 2017
Undergrad Student BW Payroll	1		37.5		6		6		2	2	2	5		2	2	3.5	3.5	3.5
<b>Total Hours:</b>			37.5		6		6		2	2	2	5		2	2	3.5	3.5	3.5
<b>Total Units:</b>				0														

**Comments**

Date	Made by	Confidential	Comments
Jul 16, 2017 01:00 am	Dindy L Robinson	No	Entered hours as submitted via email from employee.

**Routing Queue**

Name	Action and Date