

How Do I Approve Employee's Timesheets?

Job Aid for Timekeepers and Time Managers

1. Login at <https://myub.ubalt.edu> using your netID and password.
2. In the left column under HR Self Service, click the **Timesheet** link. The system will present the Period End Date of the active pay period.



3. Confirm the correct date for the Period End Date is entered for the type of timesheets (regular or contractual) you are approving.*

If known, enter the workgroup number. Searching based on the pay period and workgroup will limit the display to those employees in that workgroup with a pay period ending on that specific date. Click employee's name to display timesheet.

▼ Search Criteria

Empl ID:

Period End Date: =

Job Code:

Empl Rcd Nbr: =

Workgroup:

4. Review submitted timesheet for accuracy.
5. If adjustments are needed to the time reported by the employee:
 - Click the **Add Leave/Other Code** link.

Delete	WRK	Wrk Hours	8.0
		Sub Totals	8.0

[Add Leave/Other Code](#)

Employee Review Timekeeper

Check when Timesheet

- Enter or search for the appropriate [Leave Code](#).
- Type in the adjustment of time (using the minus sign "-" if subtracting time from what was reported by the employee).

Example: If an employee reported 8 hours of work on a day that they were out sick, you will add the following codes and times:

- WRK -8.0
- SCK 8.0

Delete	Leave/Other Code	Short Desc	Wed 11/8	Thu 11/9	Fri 11/10	Sat 11/11	Sun 11/12	Mon 11/13	Tue 11/14	Wed 11/15	Thu 11/16	Fri 11/17	Sat 11/18	Sun 11/19	Mon 11/20	Tue 11/21	Amount
Delete	REG	Regular	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			8.0		
Delete	DTY	Reg - Duty	D	D	D			D	D	D	D				D		
Delete	WRK	Wrk Hours	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			8.0	8.0	
Delete	SCK	Sick Leave														8.0	
Delete	WRK	Wrk Hours														-8.0	
		Sub Totals	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			8.0	8.0	

[Add Leave/Other Code](#)

Note: you may not record in/out time for non-exempt employees; all changes must be recorded on the Elapsed Time page.

6. Approve the timesheet.

Timekeepers: Select **Tkp OK** in the Timekeeper Review box.

Employee Review	Timekeeper Review	Manager/Supervisor Approval & Comments
<input checked="" type="checkbox"/> Check when Timesheet is complete	<input checked="" type="radio"/> Not OK <input type="radio"/> Tkp OK	<input type="radio"/> Not Rev'd <input type="radio"/> Apprvd as Submitted <input checked="" type="radio"/> Apprvd as Modified

Managers: Choose either **Approvd as Submitted** or **Approvd as Modified**. If Modifications were made, entered detailed information in the comments box.

ew	Manager/Supervisor Approval & Comments
OK	<input type="radio"/> Not Rev'd <input checked="" type="radio"/> Apprvd as Submitted <input type="radio"/> Apprvd as Modified

Note: if the manager approval area is not updated and approved, the timesheet will not be processed and the employee will not receive a paycheck.

7. Click the **Save Timesheet** button.

*After a pay period ends, Period End Date automatically changes to the next period end date. For example, if the pay period for regular employees ended on 11/21 and you log in on 11/22 to approve timesheets, the Period End Date will display as the next pay period, 11/28 which is for contractual employees. If you are approving timesheets for regular employees, you'll need to change the Period End Date back to 11/21.

<<Timesheet Help>>

- Please refer to the Regular Payroll and Holiday Calendar for timesheet due dates
- Login problems? Contact the OTS Call Center: www.ubalt.edu/callcenter or x6262
- Timesheet frequently asked questions and answers can be found on the [Time and Leave Management](#) page.