

<b>Who is this guide aimed at?</b>	This guide is for those individuals who need to approve or reject a timesheet in HR Self-Service on behalf of another manager.
<b>Useful links and other supporting materials</b>	HR Self-Service guidance and FAQs: <a href="http://www.ox.ac.uk/hrss">www.ox.ac.uk/hrss</a> Information for managers about engaging casual staff: <a href="https://hr.admin.ox.ac.uk/casual-workers-and-casual-teachers">https://hr.admin.ox.ac.uk/casual-workers-and-casual-teachers</a>



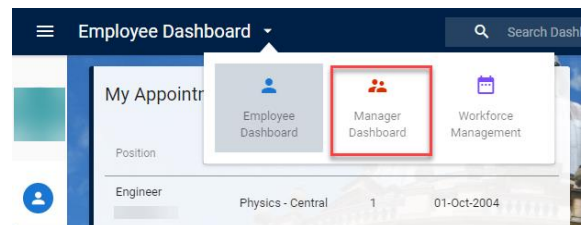
**Note \*** If someone submits more than a week timesheet for approval (eg a months' worth of timesheets submitted together). The manager will be able to reject or approve the whole claim but not pick and choose which parts to reject. That is the reason we recommend people to submit timesheets weekly.

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### 1. Approve a timesheet

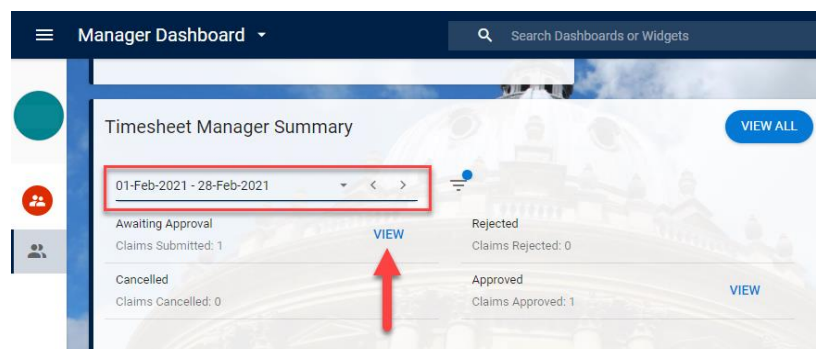
**Starting point:** Log in to HR Self-Service > Employee Dashboard

1. Click on the Dashboard dropdown menu and select the **Manager Dashboard**.

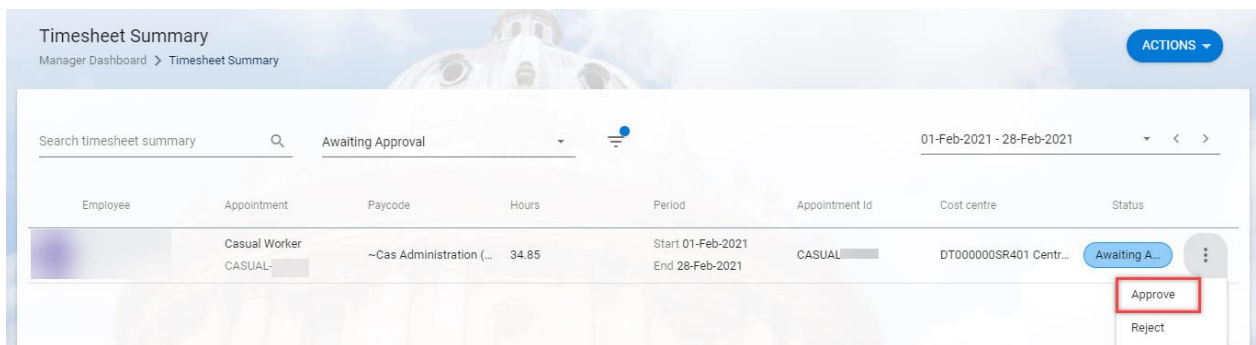


2. This takes you to the **My Team** screen. Find the **Timesheet Manager Summary** widget.

3. The system will default to the current period (month). If you need to approve timesheets from an earlier period, use the arrows to navigate to the required date.



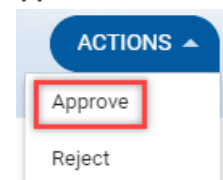
4. Click on **VIEW** in the **Awaiting Approval** tab. The **Timesheet Summary** page will open:



5. The **Timesheet Summary** screen shows the total hours claimed by the employee during the period (month).

### Review and approve single timesheet

6. Depending on the timesheet, process as follows:
- Timesheets for hours worked: Check hours being claimed are accurate, then approve/reject accordingly (see guidance below).
  - Timesheets for annual leave for casual workers and variable hours employees: Review holiday being claimed, then approve/ reject accordingly (see guidance below).
  - Timesheets for annual leave for casual teachers and student ambassadors: **Reject** any holiday being claimed to avoid a duplicate payment. Holiday pay for these roles is included automatically in the system and no further action is needed.
6. If the total is correct, approve the hours by clicking on the ellipsis (three dots) at the right-hand side and select **Approve**. A success message will appear. Wait for the dark green line to fill.
7. Alternatively, you can approve multiple claims at once by selecting each worker's row that you would like to approve. Once a worker's row has been selected, click on the **ACTIONS** button (top right) and select **Approve**. A success message will appear. Wait for the dark green line to fill.
8. **You could also click on the Select All button (bottom left). This will select all the workers in the Timesheet Summary row, then click on the ACTIONS button (top right) and select Approve.**



A success message will appear. Wait for the dark green line to fill.

10. To view a weekly breakdown of the hours, select **Input Time**. The **Timesheet Input** screen opens.

11. Use the **week-commencing date** top right to navigate through the weekly timesheets to view a weekly breakdown of the hours.
12. Click on the white arrow, top left to return to your **Timesheet Manager Summary**.
13. Click on **VIEW** in the **Approved tab**. This will open the **Timesheet Summary** page, which will confirm that the hours are **Approved**.

## 2. Reject a timesheet

If a timesheet is incorrect, you can reject it. This will return it to the casual worker, to amend.

**Starting point:** Log in to HR Self-Service > Manager Dashboard > Timesheet Manager Summary > Awaiting Approval > View > Timesheet Summary > Locate individual



**Note \*** Before you reject an employee's hours, check you have selected the right date. Use the arrows to navigate to your chosen week and then reject the hours.

The screenshot shows the 'Timesheet Summary' page. At the top, there's a search bar and a dropdown menu set to 'Approved'. Below that is a table with columns: Employee, Appointment, Paycode, Hours, Period, Appointment Id, and Cost centre. A row is visible for a 'Casual Worker' with 34.85 hours. A dropdown menu is open over the 'Hours' column, showing options: Approve, Reject, View History, and Input Time. The 'Reject' option is highlighted with a red box.

1. Click on the ellipsis (three dots) at the right-hand side and click **Reject**.
2. A **Comments box** will open. Add your comments for rejecting the timesheet and click **OK**. A success message will appear. Wait for the dark green line to fill.
3. Click on the white arrow (top left) to return to your **Timesheet Manager Summary**.
4. Click on **VIEW** in the **Rejected** tab to confirm the timesheet has been rejected.