

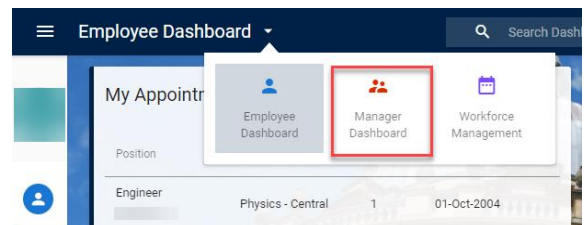
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| Who is this guide aimed at? | This guide is for managers with restricted access (excluding absence) who need to approve, reject, or submit a timesheet in HR Self-Service. |
| Useful links and other supporting materials | HR Self-Service guidance and FAQs: www.ox.ac.uk/hrss Information for managers about engaging casual staff: https://hr.admin.ox.ac.uk/casual-workers-and-casual-teachers |

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1. Approve a timesheet

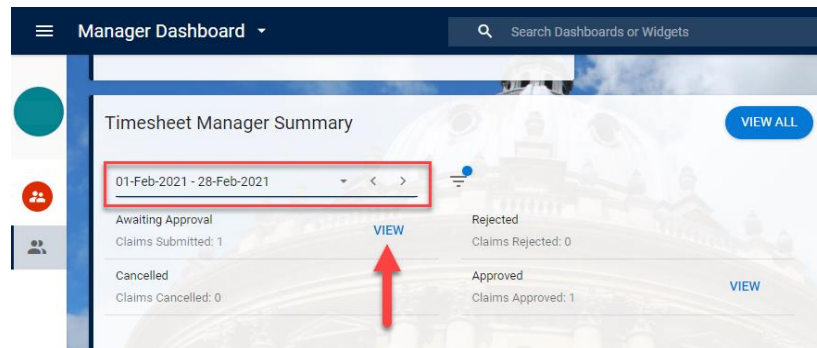
Starting point: Log in to HR Self-Service > Employee Dashboard

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

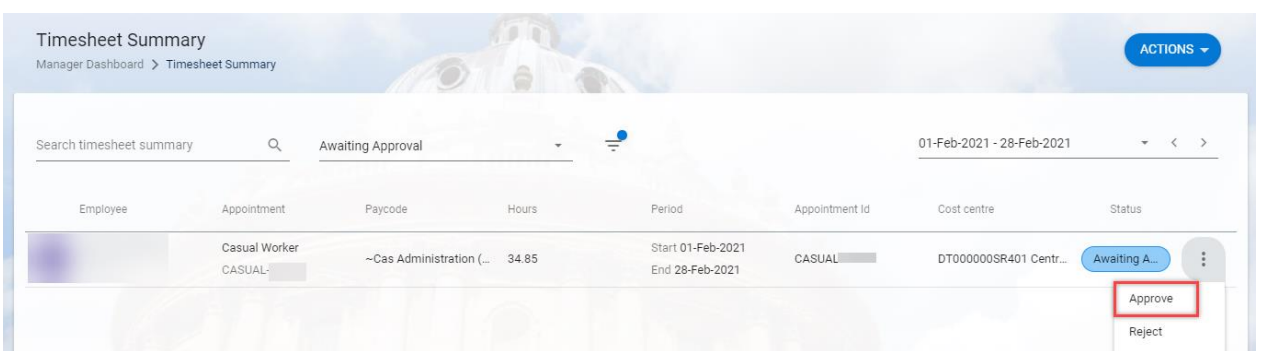


2. This takes you to the **My Team** screen. Find the **Timesheet Manager Summary** widget.

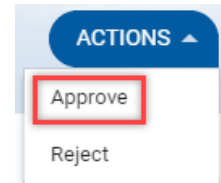
3. The system will default to the current period (month). If you need to approve timesheets from an earlier period, use the arrows to navigate to the required date.



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). 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.



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.

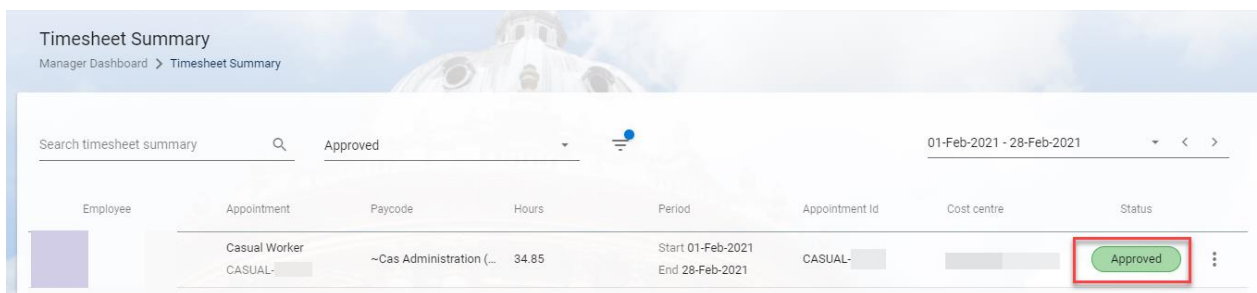


You could also click on the **Select All** button (bottom left). This will select all the workers in the **Timesheet Summary** row, then click on the **ACTIONS** button (top right) and select **Approve**. A success message will appear. Wait for the dark green line to fill.



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.

6. To view a weekly breakdown of the hours, select **Input Time**. The **Timesheet Input** screen opens.
7. Use the **week-commencing date** top right to navigate through the weekly timesheets to view a weekly breakdown of the hours.



8. Click on the white arrow, top left to return to your **Timesheet Manager Summary**.
9. 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

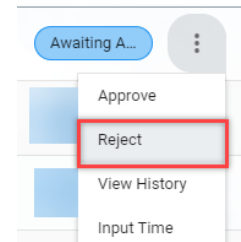


Note * Before you reject an employee's hours, check you have selected the right date. Use the arrows to navigate to your chosen week and then reject the hours.



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.

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.



3. Submit a timesheet for a casual worker

As a manager, you can submit a worker's timesheet in exceptional cases where they are unable to do so themselves.

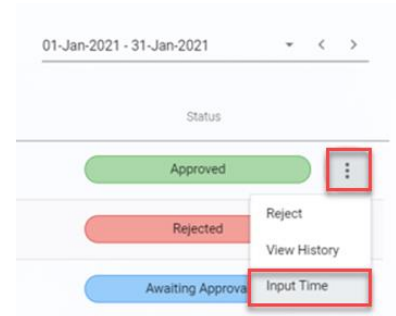


Note * Entering the first ever timesheet for a casual worker, where the casual worker cannot enter the hours themselves (always the preference), refer to your local HR Administrator to enter the hours.

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

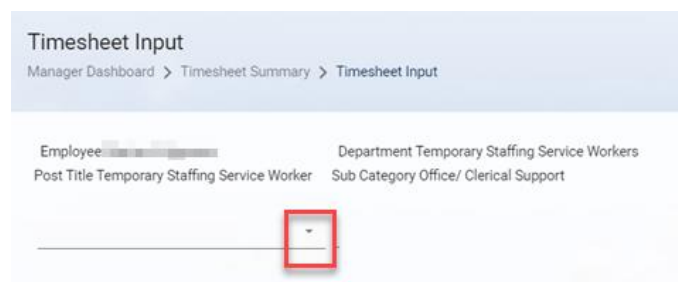
1. Scroll down to the **Timesheet Manager Summary** widget.
2. Click on **VIEW** in the **Awaiting Approval** tab. The **Timesheet Summary** page will open. If the employee has multiple appointments within your team, ensure you select the correct appointment.

If the worker, you need to record hours for, has a timesheet within the list for the same appointment, use the ellipsis (three dots) on the right-hand side to select **Input Time**.



Alternatively, if the worker, you need to record hours for, does not have a timesheet within the list for the same appointment:

- a. use the ellipsis on the right-hand side to select **Input Time** against any timesheet,
- b. when the **Timesheet Input** screen opens, change the worker appointment in the drop-down selection.



3. Use the **arrows** to select the correct week-commencing date for the hours you wish to submit.
4. Click the **ADD** button.

5. Click under the **PAY CODE** to select the drop-down arrow. Select the right ~CAS – role and enter the hours under the date columns. Check the total hours are correct.



Note * Remember when a casual worker submits a timesheet, their pay code options are restricted. As a manager, you have access to all pay codes, so must be careful to select the correct code.

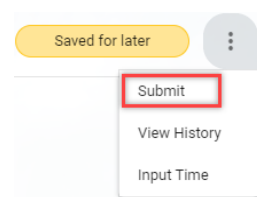
6. Click on the **SAVE** button at the bottom right corner. A success message will appear - wait for the dark green line to fill. You would need to wait for the timesheet approval workflow, which takes about 15 minutes.

7. Click on **Manager Dashboard** in the breadcrumb (top left) to navigate to your **Timesheet Manager Summary** screen.

8. Select the right **period (month)** to view the correct summary page.

9. Click on **VIEW** in the **Saved For Later** tab. The **Timesheet Summary** page will open. If the timesheet is not found here, click the filter icon on the **TimeSheet Manager Summary** screen and slide the toggle on for the **Saved For Later** option and try again.

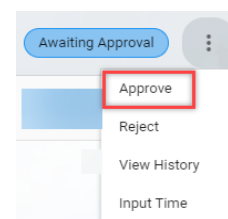
10. Select employee and check the **total** hours worked are correct. Then click on the ellipsis (three dots) at the right-hand side and click **SUBMIT**. A success message will appear. Wait for the dark green line to fill.



11. Click on the white arrow (top left) to return to your **Timesheet Manager Summary**.

12. You will need to wait for the timesheet approval workflow, which takes about 15 minutes. Then click on **VIEW** in the **Awaiting Approval** tab.

13. Select the employee and click on the ellipsis (three dots) at the right-hand side and click **Approve** - a success message will appear. Wait for the dark green line to fill.



14. Click on the white arrow, top left to return to your **Timesheet Manager Summary**.

15. Click **VIEW** in the **Approved** tab. The employees' timesheet has now been submitted and approved.

4. Approval support

If you are unable to approve any timesheets speak to your local HR team. An HR administrator will be able to approve these on your behalf in the HR System.