Dashboard – Approve Time
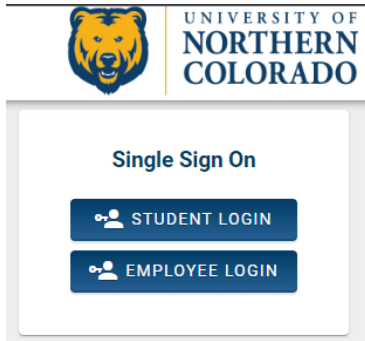
General Overview

Detailed screens follow

1. Login to Ursa at ursa.unco.edu
   a. Click on the Employee Tab, then click on the Employee Dashboard link under the Employee Information section, then the Approve Time button under the My Activities section.

2. The **drop down** menus along the top section of the time approvals page allows you to choose:
   a. Departments to approve (Numerical by Org's; if you have more than one Org you can choose here)
   b. The Period for which you need to approve time.
   c. The status of your employees timesheets

3. The **Bar Chart** will show you an overview of timesheets Status' in the Org you choose in the Department field
   a. CLICKING on one of the bars will open all the timesheets in that Status

4. For **Queue Statuses** and other items, visit the following Payroll link: [Additional Approver Help/tips](#).

5. To **APPROVE timesheets**:
   a. Choose your Org/Department in the top bar
   b. Choose the Date of the time sheets you want to approve
   c. Click the bar chart Status of the timesheets you want to review for approval.
   d. Scroll down to see the timesheets
      i. Click on the employee you want to preview. (Or used the Ellipsis/Preview)
      ii. REVIEW all hours: Regular (entered on correct days); Sick (entered on a day they were scheduled) and Retro (hours worked outside this pay period.
         1. If it is entered correctly – Click APPROVE
      iii. To CHANGE or update a timesheet:
         1. Click on "Details" at the bottom of the form to open the timesheet
         2. Use the arrows on the Left and right side of the 7 days shown to scroll between the weeks/days available
            a. Click on the day you need to add or change hours on
               i. Then click on the Edit icon on the right side (pencil)
                  1. You can use the Clock Icon or manually enter the time using four digits   08:30AM .
                     a. The clock is easy to use if you scroll up or down over the field you want to change with your mouse.
                  2. CLICK SET If shown then SAVE
         3. Click PREVIEW again to see final hours and the APPROVE

6. Timesheets **In PROGRESS;** how to approve.   Click on the employee to preview and then click Submit. This puts the timesheet in your queue; follow above procedures to review and update hours, if needed, before approving.

7. TABS at the bottom of a timesheet in **PENDING**
   a. The **Return button** will return to the previous screen,
   b. **Details button** will open the calendar view and allow for changes to their hours
   c. **Return for correction** button will return the timesheet to the employee to make corrections.
   d. **APPROVE** – hours are entered correctly and you are giving your approval they are valid hours
8. TABS at the bottom of an **APPROVED Timeheet**
   a. R**eturn-** will return you to the previous menu
   b. **Details** (opens Calendar view but no changes can be made in Approved Status
   c. R**ecall** - returns the Timesheet to a Pending Status for Update and then approval again


To approve time as someone's proxy:

1. Login to Ursa at ursa.unco.edu
   a. Click on the Employee Tab, then click on the Employee Dashboard link under the Employee Information section, then the Approve Time button under the My Activities section.
2. You will need to click on the Proxy Super User link towards the top right-hand corner of the screen.
3. In the Section that says, "Act as Proxy for", click on the drop-down and select the person you will be a proxy for and then click on the "Navigate to Time & Leave Approvals application" towards the bottom right-hand side of the screen.
   a. To switch this back and approve as yourself, click on the Proxy Super User link and select "Self" from the drop-down in the "Act as Proxy for" section and then the "Navigate to Time & Leave Approvals application" button towards the bottom right-hand side of the screen.
4. Go back to step 2 above for approving time.

1. Login to Ursa at ursa.unco.edu

   a. Click on the Employee Tab, then click on the Employee Dashboard link under the Employee Information section, then the Approve Time button under the My Activities section.
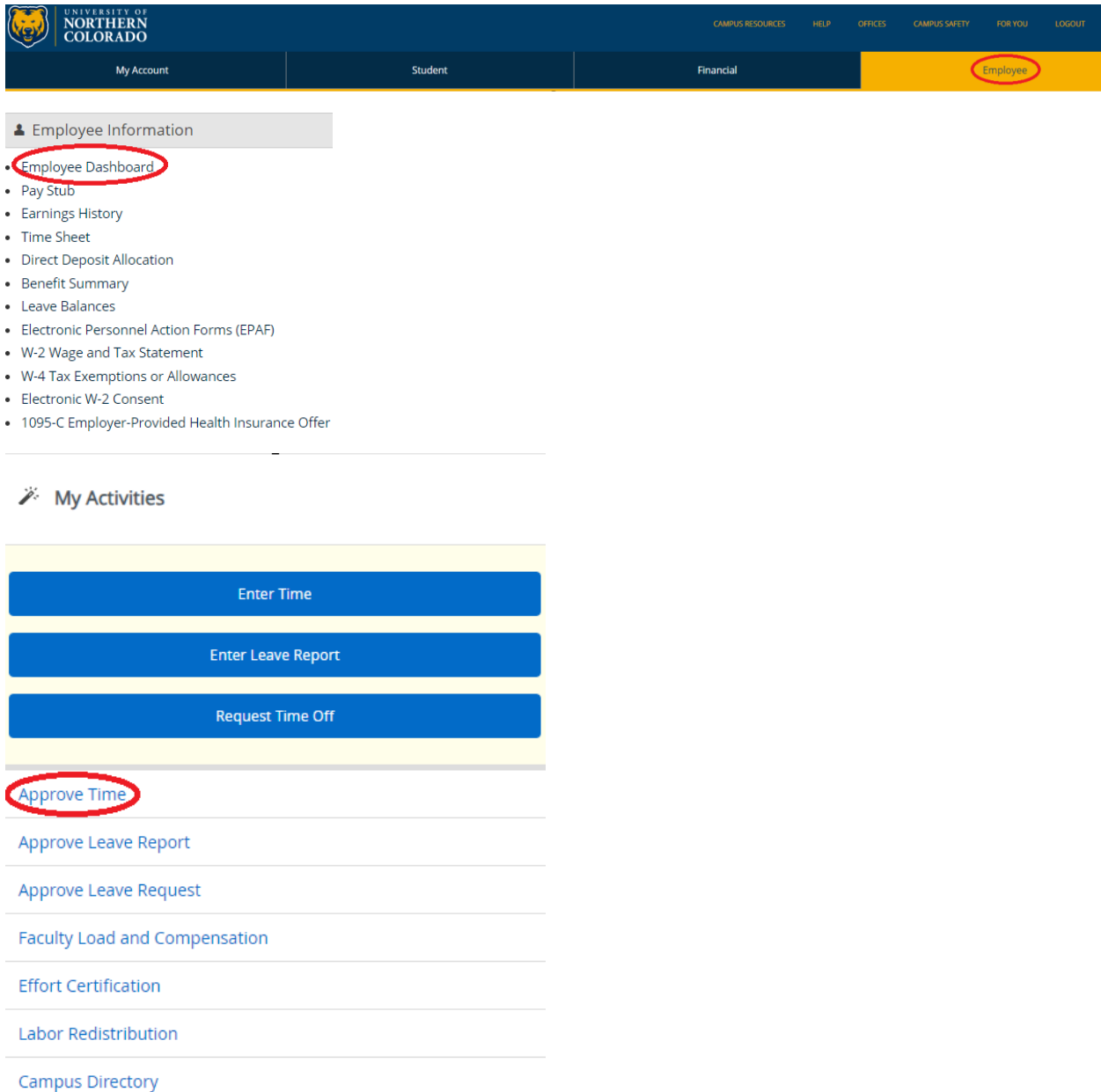
2. You can search for a specific timesheet to approve by selecting the department, pay period, status, or you can enter an ID or Name.
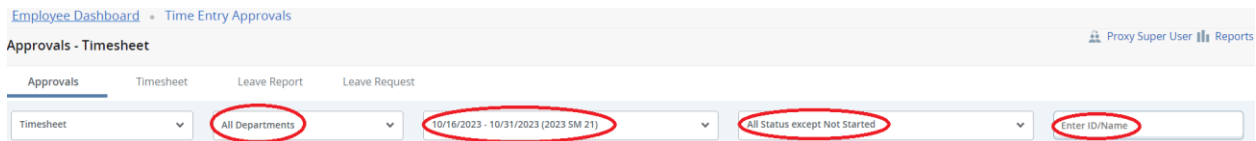

   a. You can also scroll down to see each timesheet and their status.

3. There are eight Queue Statuses:
   a. <u>Pending</u>: The timesheet has been submitted for approval and is awaiting approval
      i. The timesheet can be returned for correction, or the timesheet can be approved.
   b. <u>Pending – In the Queue</u>: If the queue has more than one approver and the timesheet has not been approved by the person earlier in the queue than you, you will see the report as pending – in the queue.
   c. <u>In Progress</u>: Your team member has started their timesheet but has not yet submitted it for approval.
   d. <u>Returned</u>: The timesheet has been returned to your team member to revise and resubmit for approval.
   e. <u>Error</u>: When a transaction has an error and goes into 'Error' status a message will be displayed to the users. The system will automatically return the transaction to the status it was in when it encountered the error.
   f. <u>Pending – Approved</u>: If the queue has more than one approver and the timesheet has been approved by one person, but not the other, you will see the report as pending – approved.
   g. <u>Approved</u>: The timesheet has been approved! You're done!
   h. <u>Completed</u>: Approved timesheets will move to a completed status at the end of a specified period.
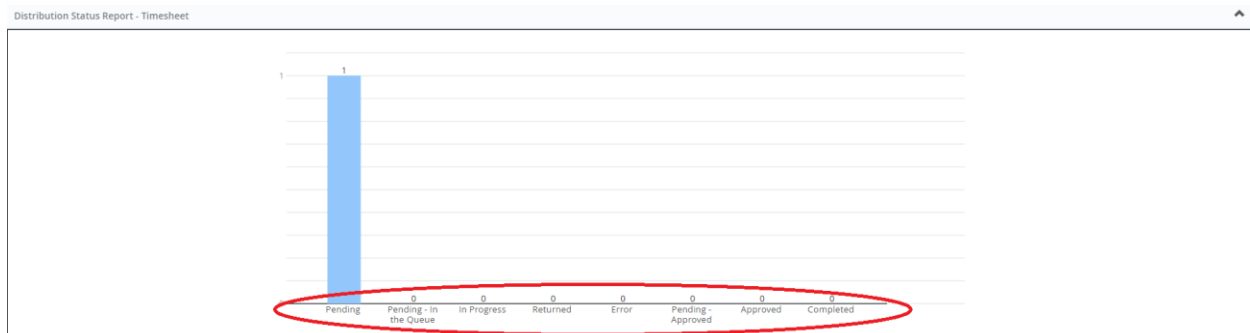
4. To approve a timesheet that is in progress, click anywhere on the line for that employee.
   a. You can also see if the employee added any comments to the pay period on this same line.

5. Verify the time that the employee submitted and click Submit.
   a. The Return button will return to the previous screen and the Details button will open the calendar view for time submitted (what the employee sees when they enter their time).
6. To approve the timesheet, click on Submit.
   a. Your options will be to Return (to the previous screen), Details (to show the calendar view), Recall (to undo pressing Submit), Return for correction (to return to the employee for corrections), and Approve (to approve the time submitted).
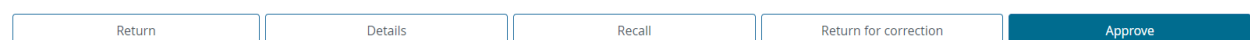
✅ Timesheet successfully approved.

[Employee Dashboard](#) • Proxy or Super User

Proxy or Superuser

Application Selection

| Time & Leave Approvals ⌄ |

Act as a Superuser

☐ Act as Time Entry Approvals Superuser
☐ Act as Leave Report Approvals Superuser

Act as a Proxy for

| Crider, Kat J. - [Payroll] ⌄ |

Navigate to Time & Leave Approvals application