

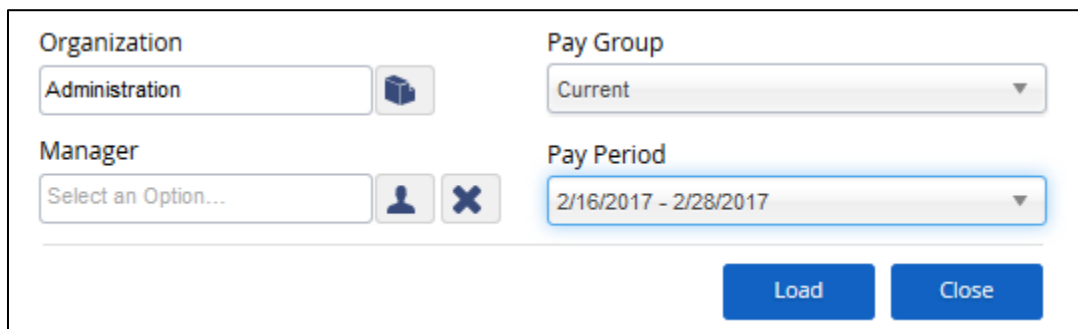


## How to Approve a Timesheet

1. Access the Timesheets section by clicking on the menu icon  in the upper left-hand corner and selecting “Timesheets”
2. Click on the **drop-down arrow next to the Load button** . **Select the** either Pay Group (Lag or Current) and the Pay Period.

**Note:** Selecting a Pay Group allows you to view and approve the timesheets for the entire pay period. Otherwise you will only be viewing them week by week and will not be approving for the full period. **Current = Salaried employees, Lag = Hourly employees.**

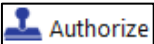




The screenshot shows a filter form with the following fields and controls:

- Organization:** A text input field containing "Administration" and a folder icon.
- Pay Group:** A dropdown menu with "Current" selected.
- Manager:** A text input field containing "Select an Option..." and icons for a person and a close button (X).
- Pay Period:** A dropdown menu with "2/16/2017 - 2/28/2017" selected.
- Buttons:** Two blue buttons labeled "Load" and "Close" are positioned at the bottom right of the form.

3. Review the employee’s Timesheet for the Pay Period for accuracy

**Note:** Make sure you’re checking the Pay Codes for correctness. Use the Pay Code table on the next page for reference.

4. Select the employee’s name to highlight the Pay Period.
5. Click the  button to approve all time for the employee. Approved hours will have the following symbol next to them: 
6. Repeat steps 3 – 5 for every employee in the selected Pay Group
7. Click the  button.
8. Repeat steps 2 – 7 for the other Pay Group (Lag or Current) to authorize all your timesheets.

# Pay Codes

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<b>Bone Marrow</b>	Paid hours to donate bone marrow – up to 40 hours per donation. See Bone Marrow Donations policy IV:18.
<b>Funeral</b>	Paid hours to attend a funeral of a family member. See Funeral Leave policy IV:02.
<b>Holiday</b>	Paid hours on a unworked Holiday per MMRF Holidays policy IV:04.
<b>Holiday Worked</b>	Paid hours on a worked Holiday. Hours are paid at time-and-a-half for Non-Exempt, holiday-eligible staff. Worked hours are placed in Holiday bank.
<b>Holiday Withdraw</b>	Paid hours deducted from your Holiday Bank. You accrue these hours when you work on a holiday. See Holidays policy IV:04.
<b>Jury/Witness Leave</b>	Paid hours to serve on a jury or as a witness in a trial. See Jury or Witness Leave policy IV:06.
<b>Military</b>	Paid hours to complete a Training Period or Emergency Call-Up for the Military Reserves or National Guard. See Military Leave policy IV:26.
<b>Regular- No Meal</b>	For Non-Exempt only: Paid hours used to designate that no meal was taken on a shift.
<b>Other</b>	Paid hours for reasons not covered under other pay codes. Examples include: time off for inclement weather, serving as an Election Judge, voting, or work-related conferences /seminars. <b>The reason for the paid time off should be recorded in the Comment area.</b>
<b>Personal Holiday</b>	Paid hours deducted from your Personal Holiday balance. See Holidays policy IV:04.
<b>Regular</b>	Paid hours for worked time. This is the default pay code.
<b>Sick</b>	Paid hours deducted from your Sick balance. See Sick Leave policy IV:12.
<b>Unpaid</b>	Unpaid hours used for an approved vacation for an employee who does not have enough time accrued to cover the vacation. (i.e. : a new hire who was pre-approved for time-off when hired)
<b>Vacation</b>	Paid hours deducted from your Vacation balance. See Vacation policy IV:14.

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