Online Timesheets (approval)

Level 1 Approver

You will receive an automated email informing you when a timesheet has been submitted for your approval.

Open the HR/Payroll self-service portal. From the Manager dashboard select Approvals then Hourly Timesheets (New) and the timesheets awaiting approval will be displayed.

Open each timesheet by clicking on the magnifying glass symbol and review. Select sub-project and cost centre from the drop down list (type in number or name to search).

Check that the correct hours are being claimed for the correct appointment and that the correct pay code has been input, eg 2017 Plain Time for an employee who has worked overtime, 2143 Basic Hours for an hourly paid worker. You can view the pay code description by hovering your cursor over the pay code:

![Pay Code Image]

Approve or reject the timesheet. If rejecting state the reason in the box provided.

In your Approvals you will also see Hourly Timesheets (Rejected). You should review these and amend and reapprove or reject back to the employee as appropriate.

Level 1 approvers can amend the sub-project and cost centre if these have been recorded incorrectly.

If you have followed these instructions but are experiencing difficulties, please contact Payroll at finance-payroll@glasgow.ac.uk.

Level 2 Approver

You will receive an automated email informing you when a timesheet has been submitted for your approval.

Open the HR/Payroll self-service portal. From the Manager dashboard select Approvals then Hourly Timesheets (New) and the timesheets awaiting approval will be displayed.

Open each timesheet by clicking on the magnifying glass symbol and review.
Check that the correct hours are being claimed for the correct appointment and that the correct sub-project, cost centre and pay code has been input, eg 2017 Plain Time for an employee who has worked overtime, 2143 Basic Hours for an hourly paid worker. You can view the pay code description by hovering your cursor over the pay code:

Approve or reject the timesheet. If rejecting state the reason in the box provided.

Level 2 approvers can bulk approve timesheets by clicking the “Select” or “Select All” boxes then “Approve”.

In your Approvals you will also see Hourly Timesheets (Rejected). These are timesheets which have been rejected by Finance. You should review these and reject back to the Level 1 approver or the employee as appropriate.

Level 2 approvers can only either approve or reject a timesheet. Level 2 approvers cannot amend any details on the timesheet.

If you have followed these instructions but are experiencing difficulties, please contact Payroll at finance-payroll@glasgow.ac.uk.