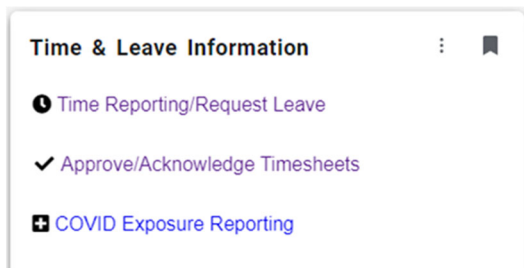


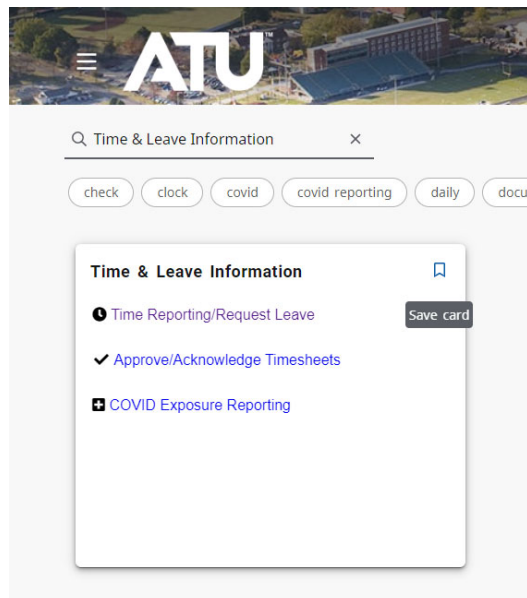
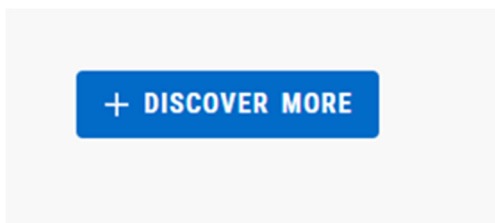
Supervisors Time Sheet Approval: Extra Labor

How do I (as a supervisor) approve timesheets and forward them to payroll?

1. Log on to OneTech
2. Find the “Time & Leave Information” card



If you do not see this card on your dashboard, scroll to the bottom and click on +Discover More. Find the Time & Leave Information Card using the search line at the top of the screen. Click the ribbon on the top righthand corner of the card to save the card to your dashboard.



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3. Click on “Approve/Acknowledge Timesheets” on your dashboard card.
4. Make sure the “Approve or Acknowledge Time” radio button is marked and click Select. Navigate to the pay period you need to approve time for and click Select. This will bring you to a list of your extra labor employees for the pay period. The employees showing a transaction status of "Pending" and a required action of "Approve" are ready for your review.
5. Click on the name of the extra labor employee you are ready to review.
6. This will bring you to the extra labor employee's timesheet.
7. Review time sheet for accuracy and proceed to either:
 - a. "**Approve**" - this will forward the timesheet to the payroll office with your authorization to pay.
 - b. "**Return for Correction**" - this will send the timesheet back to the employee for correction. Supervisors can add a comment for employees to check and see the reason as to why the timesheet is returned for correction.

After the employee makes the timesheet corrections he/she will resubmit the timesheet to you for supervisor approval.

When do I (as a supervisor) have to approve extra labor timesheets?

Extra labor employees have **TWO** working days after the end of the pay period to submit a timesheet. Supervisors have **TWO DAYS AFTER** employees to approve a timesheet.

Supervisors should approve extra labor timesheets no later than 11:59 p.m. on the **FOURTH** working day following the end of the pay period.