Approving timesheets via SPIRIT Online – Supervisors of hourly employees

Hourly employees will complete the timesheet and submit it for supervisor approval.

- The pay period normally ends Wednesday for student workers, and student workers are instructed to have timesheets completed, and checked off as “ready to approve” before 11:30 PM on Tuesday.
- As supervisor you have until 11:30 PM on Wednesday to approve the timesheets as the hourly workers assigned to you.
- Payroll is completed and distributed on the following Friday.

Below is what the “Time approval (for supervisors)” selection screen looks like. You will see a grid of all the employees for whom you have time approval authority.

You can get to your approval selection screen by the following steps:
- From the SPC home page, go to Quick Links and choose SPIRIT Online.
- Click LOG IN, then enter your User ID and Password, then click SUBMIT.
- This will bring you back to the SPIRIT Online main menu, but now you are logged in.
- Click the beige bar for the Employees Menu
- Click the “Time Approval (for Supervisors)” link
- This will bring you to a screen that looks like the picture above.
This selection screen gives you an overview of all the timesheets available to review, approve, or reject. From this screen you may drill down to any individual timesheet to see the day by day detail, or you may approve directly from this screen, based on the summary information provided here.

For example, look at the 3\textsuperscript{rd} line below. This tells you that this employee has entered 56.00 total hours for the pay period 7/24 to 8/6. Before approving, you would want to review his timesheet entry to make sure the hours he is submitting are consistent with what he actually worked. You do this by checking the “Review Entry” box on the line you wish to review, and then click SUBMIT on the bottom of the page.

Clicking SUBMIT will bring you to the standard view, which will show you total hours entered, for each day in the pay period:
You also have the option to review the actual Time-In/Time-Out hours that the employee entered on this timesheet. To view this detail, simply check the box below and click submit.

After you do that, you will be seeing the same timesheet, but with the hourly detail as below:
These are simply 2 different options for viewing the exact same timesheet. Whichever view you prefer to use, your responsibility here is to review the employee’s entries, making sure they are an accurate reflection of the time actually worked. If you click the arrow next to “Supervisor Decision” you will see 2 options, Reject or Approve. You indicate your approval of the employee’s time entries by selecting “Approve” and clicking the SUBMIT button.

Once you have selected “Approve” and click SUBMIT, you have authorized the payroll dept to begin processing this timesheet and to pay the employee for the time entered.

After clicking SUBMIT, the employee will receive a confirmation email and you should see a confirmation page that looks like:

If there are problems with the timesheets, and you do not wish to approve it, you have several options. You can Reject and instructed the employee to fix the timesheet and
resubmit. Simply choose Reject from the Decision drop-down and enter a brief note to the employee as to what the problem is, then click SUBMIT.

The employee will then receive an email from your alerting him or her that the timesheet needs attention.

Your supervisor has rejected your timescard for Student Worker Spc Summer with period ending on 06/06/08.

Below are comments entered by your supervisor:

Please correct Mon 8/4 and re-submit

You also have to option of correcting the time-in, time-out entries yourself before approving the timesheet. Simply changes the hours on the timesheet before you choose Approve and click SUBMIT.