Approver for Web Time Entry Guide

This guide is for the Approvers for hourly employees who enter their time on Web time entry using the self-service application in *myWSU* and is accessed through the Employee Dashboard

How to Approve Time for Web Time Entry

To Approve time:

1. In myWSU, **select** Employee Dashboard, located on the Faculty/Staff page



1. Click **Approve Time** under My Activities on the Employee Dashboard



1. Under Approval:
	* **Select** Department, Pay Period, and Status
	* Click the **drop down** to view all employees in each category or leave status as “all except not started”



* + **View** the Distribution Status Report displaying all records and their status



1. **Select** the employee to Preview the employees timesheet



* + **Preview** the hours the employee worked
	+ You have the option to:
		- **Approve**, **Return for Correction**, or view **Details**



1. Click **Details** to view the type of earn code used for each day
2. Click **Preview** to return



1. Click **Return for Correction** to have employee change earn code or time entered.
	* The employee will modify time and resubmit
2. If no changes are needed, Click **Approve** to Approve Time
	* Once Time is approved, no changes can be made by the approver or employee.
		+ Contact timekeeping@wichita.edu for changes to time entered and approved.
3. Status shows as Approved and notification will indicate successful approval



1. Distribution Status will indicate Pending, In Progress, and Approved



Contact Information

* Web Time Entry Questions: Timekeeping: (316) 978-3074 or timkeeping@wichita.edu
* Training & Support: ITS Applications Training: (316) 978-5800 or training@wichita.edu
* Password Assistance: Technology Help Desk: (316) 978-HELP or helpdesk@wichita.edu