

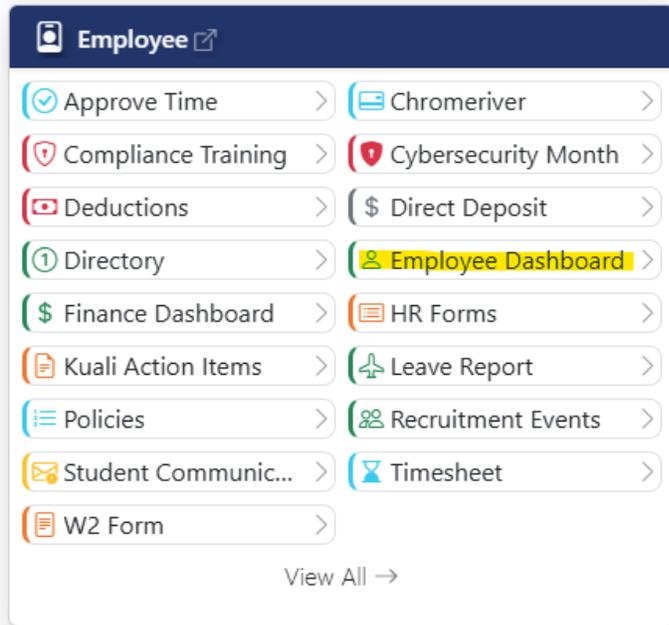
Hourly Supervisor- Time Entry Approvals

Approval Deadline: 3rd day following the end of the pay period before 12:00 noon (3rd or 18th of each month)

Accessing Employee Timesheets

Go to my.snow.edu and log in.

Click on Employee Dashboard in the Employee panel:



Click on Approve Time



Confirm you are looking at the correct pay period by selecting from the middle box

SNOW COLLEGE
 Employee Dashboard > Time Entry Approvals
 Approvals - Timesheet
 Leave Report
 Timesheet | All Departments | 10/01/2025 - 10/15/2025 (2025 HR 19) | All Status except Not Started | Enter ID/Name
 Distribution Status Report - Timesheet

Scroll down to see employee timesheets. Timesheets will be sorted into different statuses that grant or restrict certain supervisor functions.

Timesheet Statuses

Pending:

Pending Timesheets are awaiting supervisor review and approval.

Review your employees' timesheets by clicking on their name in the Pending section.

Scroll down to see weekly summary of hours. If over 40 hours, was overtime authorized?

Timesheet Detail Summary

Pay Period: 11/01/2021 - 11/30/2021 | 1.00 Hours | Pending | Submitted On 11/01/2021, 05:41 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
11/01/2021	HRG, Hourly Regular Wages	1	1.00 Hours

Summary							
Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
HRG, Hourly Regular Wages	1	1.00					1.00 Hours
Total Hours		1.00					

Routing and Status		
Name	Action	Date & Time
	Originated	11/01/2021, 05:41 PM
	Submitted	11/01/2021, 05:41 PM
	Pending Approval	

Comment (Optional):
 Add Comment

Click on Approve

Return | Details | Return for correction | **Approve**

In Progress:

In Progress timesheets indicate the employee has opened the timesheet but has not yet submitted it for approval

If it is after the employee deadline, you may submit an employee timesheet by clicking Submit:

Return	Details	Submit	Cancel Timesheet
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Returned:

Returned timesheets have been returned to the employee by their supervisor to fix mistakes. We recommend not returning timesheets, doing so prevents you from taking any actions until your employee submits their timesheet again. If a timesheet is returned for correction, request employee correct then resubmit their timesheet so you may approve it.

Error:

Timesheets in the Error section were submitted with an error. The most common error occurs when an employee submits a timesheet with no entries made. Timesheet in Error require the employee or Payroll to correct.

Approved:

Approved timesheets have been approved by the supervisor and have not been processed in payroll. Changes may be made to Approved timesheets only before the approval deadline 3 days following the end of the pay period. To make changes, click the Recall button, make the necessary changes, then Approve again.

Completed:

Completed timesheets are approved timesheets that have been processed in payroll. Once a timesheet is moved to Completed, no changes may be made.

ADJUSTING EMPLOYEE HOURS:

If an employee submitted incorrect hours, you can edit their hours **only if the timesheet is in "Pending" status**. To do this, open the timesheet and click Details:

Return	Details	Cancel Timesheet	Return for correction	Approve
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To change hours entered by employee, select the day that needs to be corrected, click on the pencil icon, then type in the correct hours.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	2 1.50 Hours	3	4	

Add Earn Code

Student Regular Wages 2.00 Hours

Total: 2.00 Hours | Account Distribution

To add hours that were not entered by the employee, select the day and enter hours in the Hours box:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	1 2.00 Hours	2 1.50 Hours	3	4

Add Earn Code

Earn Code

Student Regular Wages

After any changes or new entries are made, you must click the Save button located at the bottom of the screen.

Once the hours look correct and are saved, click on Preview at the bottom of the screen then approve:

Cancel	Save	Preview
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