Information Technology Services

COMPASS WEB TIME APPROVALS

[Version 1.0 - Updated 05.24.2024]

Web Time Approvals for Bi-Weekly Hourly Paid Staff

Having trouble logging into your UNE computer? See the "Logging into your UNE computer" guide.

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SECTION 1 - APPROVING TIME

EMPLOYEE DASHBOARD

- Navigate to your Employee Dashboard.
- Click on **Approve Time** under My Activities.

Employee Dashboard Employee Dashboard				
	McQue, Fast Eddie A. My Profile My Team	Leave Balances as of 05/28/2024 Vacation in hours	(164.00) Sick Leave in hours	134.00 Personal Time in hours 24.00 Full Leave Balance Information
Pay Information				✓
Latest Pay Stub: 02/20/2024	All Pay Stubs	Direct Deposit Information	Deductions History	Enter Leave Report
Earnings				Request Time Off
Taxas				Approve Time
lab Summany				Approve Leave Report Approve Leave Request
Job Summary				Electronic Personnel Action Forms (EPAF)
Employee Summary				Faculty Load and Compensation

SELECTING A TIMESHEET TO REVIEW

• Navigate to the employee you want to review and click on their name.

Employee Dashboard Time Entry	Approvals												
Approvals - Timesheet	pprovals - Timesheet 🏦 Proxy Super User 👔 Reports												
Approvals Leave Report	Leave Request												
Timesheet 🗸	All Departments	♥ 05/	/12/2024 - 05/25/2024 (2024 B1 1	1) ~	All Status except Not Started	d	Enter ID/Name						
Distribution Status Report - Timesheet									^				
	0	1 0 Pending - Im the Queue	0 0 In Progress Returned	0 0 Error Pending - Approved	0 0 Approved Completed								
Pending 1									^				
Employee Name		ID	Organiza	ation		Hours/Units							
Ellis, Karl Scheduling Assistant, H80081-00		N00048450	B-1503, AI	thletics		12.00 Hours	i	:					

APPROVE TIME

- Review the timesheet hours and codes and information.
- If all is ok, click on the **Approve** Button.
- If there is something that needs to be fixed, click on the **Return for Correction** Button.

Employee Da	ashboard • Tin	ne Entry Appro	ovals • Sched	uling Assistant,	H80081-0	10 <u>, B, 150</u>	0 <u>3, Athleti</u>	cs, Rate: \$12.00000	<u>0</u> • I	Preview			
Timeshee	t Detail Sum	mary											
N00048450, E	llis, Karl												Ē
Scheduling As	sistant, H80081-	00, B, 1503, Ai	thletics , Rate: \$	12.000000	0.00	0/2024							
Time Entry D)/12/2024 - 05/25	/2024 12.00	Penc	Submittee	a On 05/20	8/2024,	04:52 Pivi						
Date	etan	Earn Code					Shift	Total					
05/13/2024		110, Regular Ea	arnings Hourly				1	8.00 Hours					
05/14/2024		110, Regular Ea	arnings Hourly				1	4.00 Hours					
Time Inform	ation												
Date	Earn Code		Shift	Hours/Units	Tir	me In		System In	Com	nment In	Time Out	System Out	Comment Out
05/13/2024	110, Regular Ear	nings Hourly	1	4.00	08	:00 AM					12:00 PM		
05/13/2024	110, Regular Ear	nings Hourly	1	4.00	01	:00 PM					05:00 PM		
05/14/2024	110, Regular Ean	nings Hourly	1	4.00	01	:00 PM					05:00 PM		
Summary													
Earn Code		Shift	Week 1	Week 2	Week 3		Total						
110, Regular Ea	irnings Hourly	1	12.00				12.00 Hou	rs					
Total Hours			12.00										
Routing and	Status												
Name					Action								
					Originate	ed On 05	/28/2024, 0	4:30 PM by Ellis, Karl					
					Submitte	ed On 05/	/28/2024, 0	4:32 PM by Ellis, Karl					
							Re	turn		Details	Return	for correction	Approve

SUCCESSFULLY APPROVED TIMESHEET

Employee Da	ployee Dashboard • Time Entry Approvals • Scheduling Assistant, H80081-00, B. 1503. Athletics, Rate: \$12,000000 • Preview Structure Stru												
Timeshee	limesheet Detail Summary												
N00048450, E	llis, Karl				ø								
Scheduling As	sistant, H80081	-00, B, 1503, A											
Pay Period: 05	5/12/2024 - 05/2	5/2024 12.00				- 1							
Time Entry Detail													- 1
Date		Earn Code				Shift	Total						- 1
05/13/2024		110, Regular E	arnings Hourly			1	8.00 Hours						
05/14/2024		110, Regular E	arnings Hourly			1	4.00 Hours						
Time Inform	ation												
Date	Earn Code		Shift	Hours/Units	Time In		System In	Comment In		Time Out	System Out	Comment Out	
05/13/2024	110, Regular Ea	rnings Hourly	1	4.00	08:00 AN	l i				12:00 PM			
05/13/2024	110, Regular Ea	rnings Hourly	1	4.00	01:00 PN	l.				05:00 PM			
05/14/2024	110, Regular Ea	rnings Hourly	1	4.00	01:00 PN	l				05:00 PM			
Summary													_
Earn Code		Shift	Week 1	Week 2	Week 3	Total							- 1
110, Regular Ea	arnings Hourly	1	12.00			12.00 Hou	rs						- 1
Total Hours			12.00										- 1
Routing and	Status												
Name					Action								- 1
					Originated On	05/28/2024, 0	4:30 PM by Ellis, Karl						
					Submitted On	05/28/2024, 0	4:32 PM by Ellis, Karl						
								Retu	ım		Details	Recall	





SECTION 2 - RETURNING OR RECALLING TIME

RECALLING A TIMESHEET

• If something needs to be changed after you have approved a timesheet, click on the Recall Button at the bottom of the page.

Employee Da	shboard • Ti	me Entry Appr	ovals • Sche	luling Assistant,	H80081-00, B, 1	50 <u>3, Athle</u>	tics, Rate: \$12.00000	0 • Preview			Timesheet su	ccessfully approved.	
Timesheet	ïmesheet Detail Summary												
N00048450, EII	is, Karl												Ģ
Scheduling Ass	istant, H80081	-00, B, 1503, A											
Pay Period: 05/	/12/2024 - 05/2	5/2024 12.00											
Time Entry De	etail												
Date		Earn Code				Shift	Total						
05/13/2024		110, Regular E	arnings Hourly			1	8.00 Hours						
05/14/2024		110, Regular E	arnings Hourly			1	4.00 Hours						
Time Informa	tion												
Date	Earn Code		Shift	Hours/Units	Time In		System In	Comment In	1	Time Out	System Out	Comment Out	
05/13/2024	110, Regular Ea	rnings Hourly	1	4.00	08:00 AM				1	12:00 PM			
05/13/2024	110, Regular Ea	rnings Hourly	1	4.00	01:00 PM				(05:00 PM			
05/14/2024	110, Regular Ea	rnings Hourly	1	4.00	01:00 PM				(05:00 PM			
Summary													
Earn Code		Shift	Week 1	Week 2	Week 3	Total							
110, Regular Ear	mings Hourly	1	12.00			12.00 Ho	urs						
Total Hours			12.00										
Routing and S	status												
Name					Action								
					Originated On	05/28/2024,	04:30 PM by Ellis, Karl						
					Submitted On (5/28/2024,	04:32 PM by Ellis, Karl						
									Return		Detalls	Recall	

• The timesheet is successfully recalled. At this point, you can Return the Timesheet for Correction or Approve the timesheet again.

Employee Da	shboard • Tin	ne Entry Appr	Timesheet s	uccessfully recalled.									
Timesheet	Timesheet Detail Summary												
N00048450, Ell Scheduling Ass Pay Period: 05	lis, Karl sistant, H80081- /12/2024 - 05/25	00, B, 1503, A 5/2024 12.00		ē									
Time Entry D	etail												
Date		Earn Code				Shift	Total						
05/13/2024		110, Regular E	arnings Hourly			1	8.00 Hours						
05/14/2024		110, Regular E	arnings Hourly			1	4.00 Hours						
Time Informa	ition												
Date	Earn Code		Shift	Hours/Units	Time In		System In	Comment In		Time Out	System Out	Comment Out	
05/13/2024	110, Regular Ear	nings Hourly	1	4.00	08:00 AI	A				12:00 PM			
05/13/2024	110, Regular Ear	nings Hourly	1	4.00	01:00 PI	И				05:00 PM			
05/14/2024	110, Regular Ear	nings Hourly	1	4.00	01:00 PI	Л				05:00 PM			
Summary													
Earn Code		Shift	Week 1	Week 2	Week 3	Total							
110, Regular Ea	rnings Hourly	1	12.00			12.00 Ho	urs						
Total Hours			12.00										
Routing and S	Status												
Name					Action								
	Originated On 05/28/2024, 04:30 PM by Ellis, Karl												
					Submitted On	05/28/2024,	04:32 PM by Ellis, Karl						
						R	leturn	Deta	ils	Return	for correction	Approve	