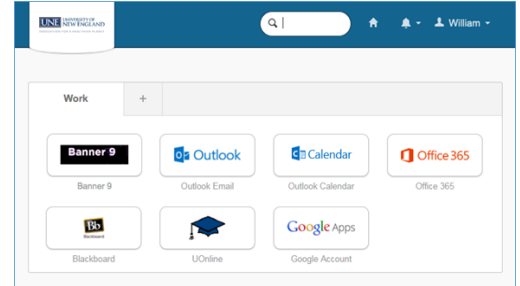


COMPASS WEB TIME APPROVALS

[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.



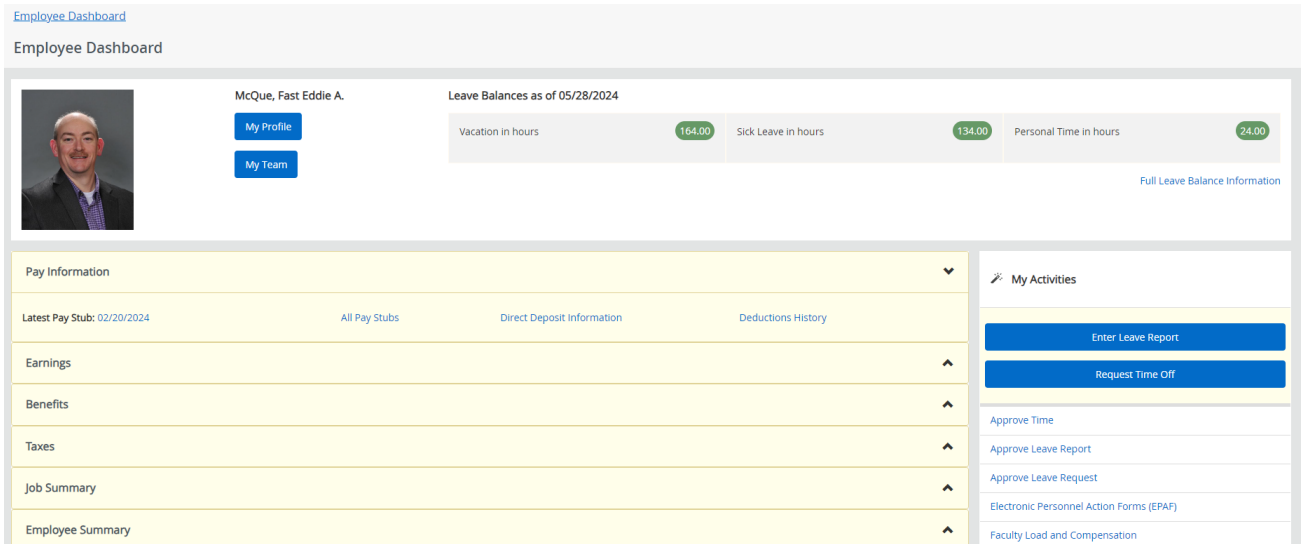
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SECTION 1 – APPROVING TIME

EMPLOYEE DASHBOARD

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



Employee Dashboard

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

Earnings Benefits Taxes Job Summary Employee Summary

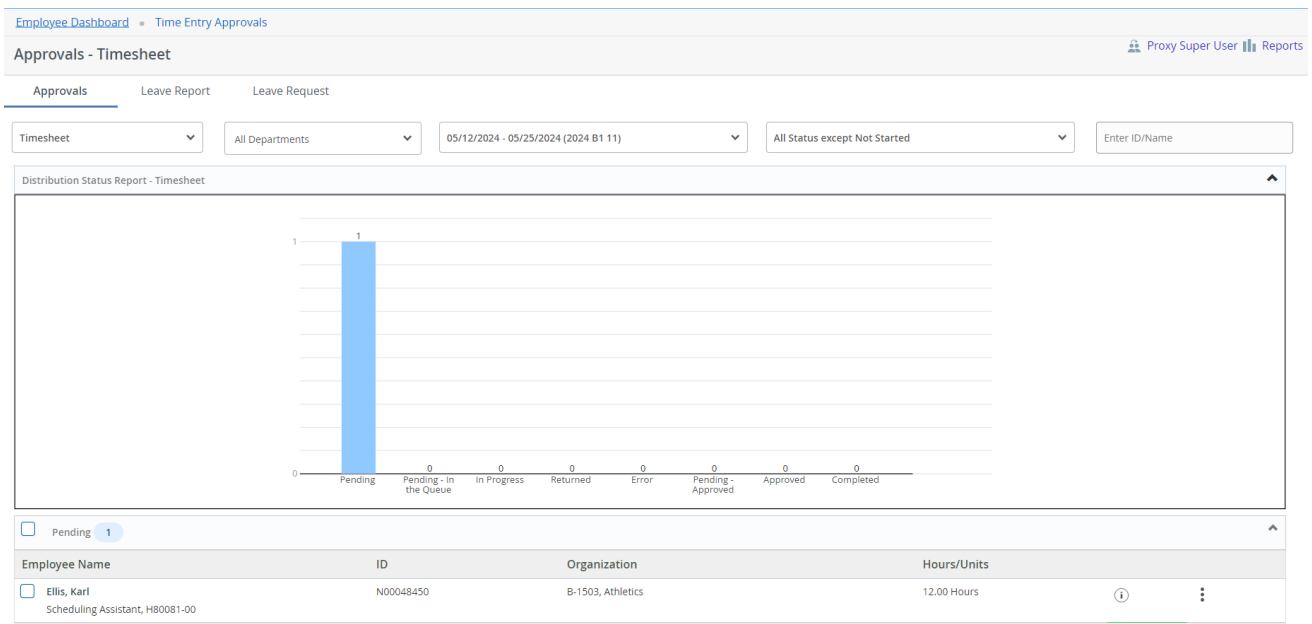
My Activities

Enter Leave Report Request Time Off

Approve Time Approve Leave Report Approve Leave Request Electronic Personnel Action Forms (EPAF) 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 Proxy Super User Reports

Approvals Leave Report Leave Request

Timesheet All Departments 05/12/2024 - 05/25/2024 (2024 B1 11) All Status except Not Started Enter ID/Name

Distribution Status Report - Timesheet

1 Pending 0 Pending - In the Queue 0 In Progress 0 Returned 0 Error 0 Pending - Approved 0 Approved 0 Completed

Pending 1

Employee Name	ID	Organization	Hours/Units
<input type="checkbox"/> Ellis, Karl Scheduling Assistant, H80081-00	N00048450	B-1503, Athletics	12.00 Hours

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 Dashboard](#) • [Time Entry Approvals](#) • [Scheduling Assistant, H80081-00, B, 1503, Athletics, Rate: \\$12.000000](#) • [Preview](#)

Timesheet Detail Summary

N00048450, Ellis, Karl
 Scheduling Assistant, H80081-00, B, 1503, Athletics, Rate: \$12.000000
 Pay Period: 05/12/2024 - 05/25/2024 | 12.00 Hours | Pending Submitted On 05/28/2024, 04:32 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
05/13/2024	110, Regular Earnings Hourly	1	8.00 Hours
05/14/2024	110, Regular Earnings Hourly	1	4.00 Hours

Time Information									
Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
05/13/2024	110, Regular Earnings Hourly	1	4.00	08:00 AM			12:00 PM		
05/13/2024	110, Regular Earnings Hourly	1	4.00	01:00 PM			05:00 PM		
05/14/2024	110, Regular Earnings Hourly	1	4.00	01:00 PM			05:00 PM		

Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
110, Regular Earnings Hourly	1	12.00			12.00 Hours
Total Hours		12.00			

Routing and 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

SUCCESSFULLY APPROVED TIMESHEET

[Employee Dashboard](#) • [Time Entry Approvals](#) • [Scheduling Assistant, H80081-00, B, 1503, Athletics, Rate: \\$12.000000](#) • [Preview](#)

✔ Timesheet successfully approved.

Timesheet Detail Summary

N00048450, Ellis, Karl
 Scheduling Assistant, H80081-00, B, 1503, Athletics, Rate: \$12.000000
 Pay Period: 05/12/2024 - 05/25/2024 | 12.00 Hours | Approved Approved On 05/28/2024, 04:47 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
05/13/2024	110, Regular Earnings Hourly	1	8.00 Hours
05/14/2024	110, Regular Earnings Hourly	1	4.00 Hours

Time Information									
Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
05/13/2024	110, Regular Earnings Hourly	1	4.00	08:00 AM			12:00 PM		
05/13/2024	110, Regular Earnings Hourly	1	4.00	01:00 PM			05:00 PM		
05/14/2024	110, Regular Earnings Hourly	1	4.00	01:00 PM			05:00 PM		

Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
110, Regular Earnings Hourly	1	12.00			12.00 Hours
Total Hours		12.00			

Routing and 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

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 Dashboard • Time Entry Approvals • Scheduling Assistant, H80081-00, B, 1503, Athletics, Rate: \$12.000000 • Preview ✔ Timesheet successfully approved.

Timesheet Detail Summary

N00048450, Ellis, Karl
Scheduling Assistant, H80081-00, B, 1503, Athletics, Rate: \$12.000000
Pay Period: 05/12/2024 - 05/25/2024 | 12.00 Hours | Approved | Approved On 05/28/2024, 04:47 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
05/13/2024	110, Regular Earnings Hourly	1	8.00 Hours
05/14/2024	110, Regular Earnings Hourly	1	4.00 Hours

Time Information									
Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
05/13/2024	110, Regular Earnings Hourly	1	4.00	08:00 AM			12:00 PM		
05/13/2024	110, Regular Earnings Hourly	1	4.00	01:00 PM			05:00 PM		
05/14/2024	110, Regular Earnings Hourly	1	4.00	01:00 PM			05:00 PM		

Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
110, Regular Earnings Hourly	1	12.00			12.00 Hours
Total Hours		12.00			

Routing and 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

Return Details Recall

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

Employee Dashboard • Time Entry Approvals • Scheduling Assistant, H80081-00, B, 1503, Athletics, Rate: \$12.000000 • Preview ✔ Timesheet successfully recalled.

Timesheet Detail Summary

N00048450, Ellis, Karl
Scheduling Assistant, H80081-00, B, 1503, Athletics, Rate: \$12.000000
Pay Period: 05/12/2024 - 05/25/2024 | 12.00 Hours | Pending | Submitted On 05/28/2024, 04:32 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
05/13/2024	110, Regular Earnings Hourly	1	8.00 Hours
05/14/2024	110, Regular Earnings Hourly	1	4.00 Hours

Time Information									
Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
05/13/2024	110, Regular Earnings Hourly	1	4.00	08:00 AM			12:00 PM		
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05/14/2024	110, Regular Earnings Hourly	1	4.00	01:00 PM			05:00 PM		

Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
110, Regular Earnings Hourly	1	12.00			12.00 Hours
Total Hours		12.00			

Routing and 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

Return Details Return for correction Approve