



APPROVE TIMESHEETS

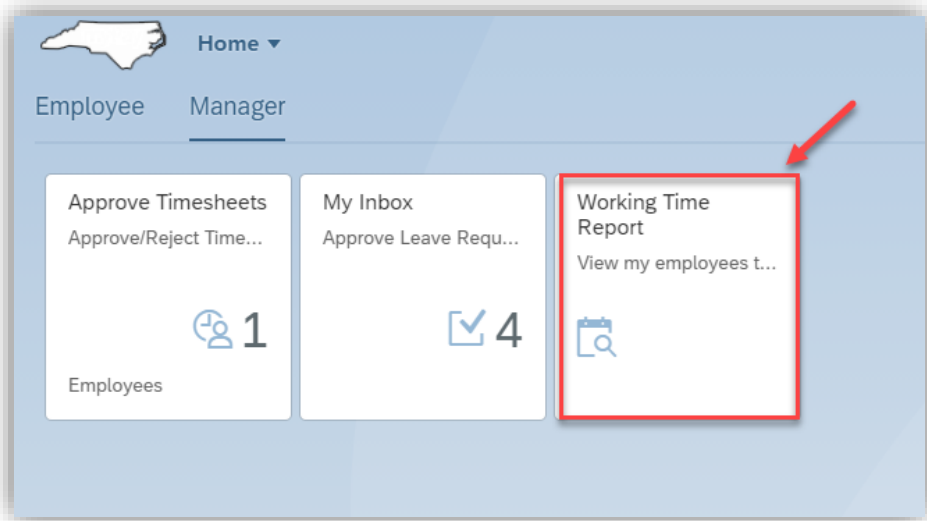
FIO-05 | BUSINESS PROCESS PROCEDURE



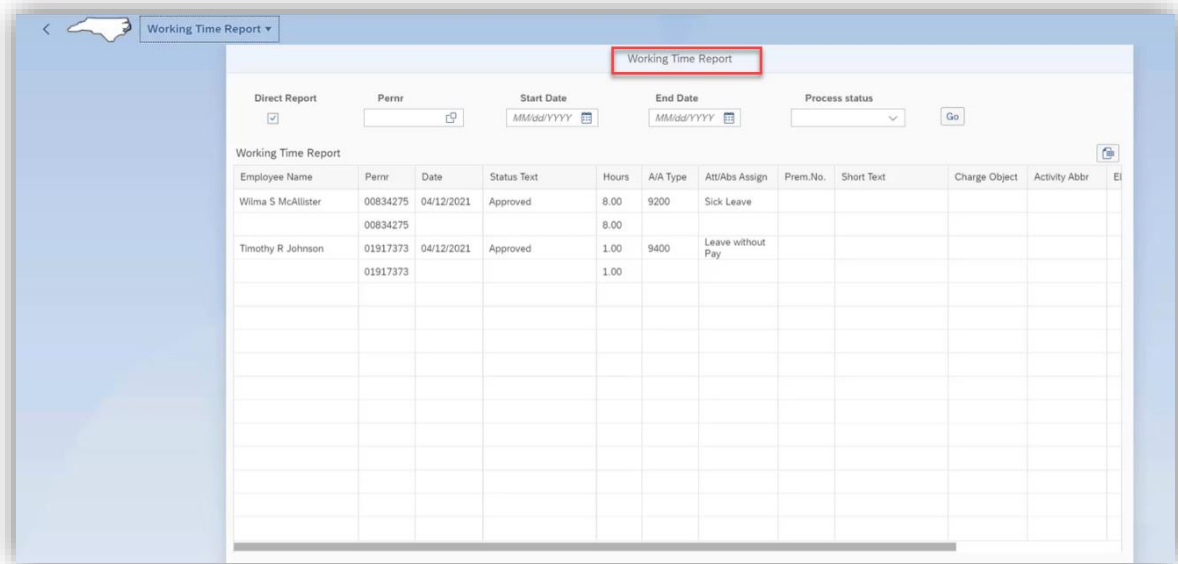
The purpose of this Business Process Procedure is to explain how to approve timesheets in Fiori.

How to Approve Timesheets

1. To **“Review and approve”** time for employees who report to you, click the tile for **“Working Time Report.”**



2. **“Working Time Report”** provides the only comprehensive look at the time entered by the employees who report to you. **Note:** FIORI 2.0 defaults to the manager’s work week. In the portal, reports defaults to a **“Sunday to Saturday”** model.



- For this example, choose the work week of “April 18th through April 24th” then click “Go.”

The screenshot shows the 'Working Time Report' form. At the top, there are fields for 'Direct Report' (checked), 'Pernr', 'Start Date' (04/18/2021), 'End Date' (MM/dd/YYYY), and 'Process status'. A calendar pop-up is open for April 2021, with the dates 18 and 24 highlighted. A red arrow points to the 'Go' button on the right side of the form.

| Employee Name | Pernr | Date | Status Text | Hours |
|--------------------|----------|------------|-------------|-------|
| Wilma S McAllister | 00834275 | 04/12/2021 | Approved | 8.00 |
| | 00834275 | | | 8.00 |
| Timothy R Johnson | 01917373 | 04/12/2021 | Approved | 1.00 |
| | 01917373 | | | 1.00 |

- Now you can review the time entries by the employees who report to you before proceeding to the next step.

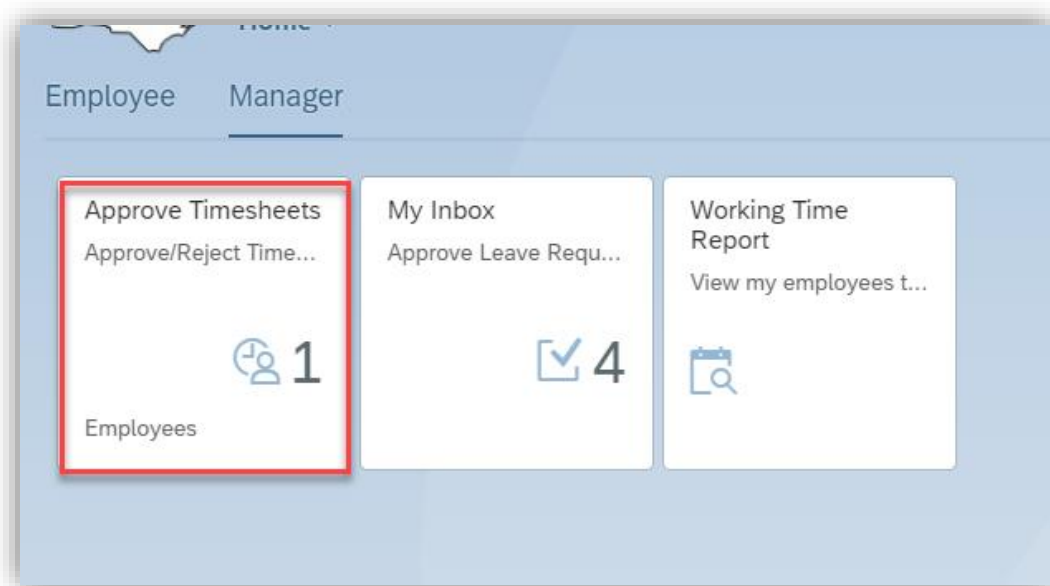
The screenshot shows the 'Working Time Report' table. The table has columns for Employee Name, Pernr, Date, Status Text, Hours, A/A Type, Att/Abs Assign, Prem.No., Short Text, Charge Object, and Activity Abbr. The table contains several rows of data, including entries for Wilma S Muhanna and Tony R Johnson.

| Employee Name | Pernr | Date | Status Text | Hours | A/A Type | Att/Abs Assign | Prem.No. | Short Text | Charge Object | Activity Abbr |
|-----------------|----------|------------|-----------------------|-------|----------|----------------|----------|---------------------------|---------------|---------------|
| Wilma S Muhanna | 00000056 | 04/19/2021 | Released for Approval | 8.00 | 9500 | Time Worked | | | | |
| Wilma S Muhanna | 00000056 | 04/20/2021 | Released for Approval | 8.00 | 9500 | Time Worked | | | | |
| Wilma S Muhanna | 00000056 | 04/21/2021 | Released for Approval | 8.00 | 9500 | Time Worked | | | | |
| Wilma S Muhanna | 00000056 | 04/22/2021 | Released for Approval | 8.00 | 9500 | Time Worked | | | | |
| Wilma S Muhanna | 00000056 | 04/23/2021 | Released for Approval | 8.00 | 9500 | Time Worked | | | | |
| | 00000056 | | | 40.00 | | | | | | |
| Tony R Johnson | 00000057 | 04/19/2021 | Released for Approval | 1.00 | 9000 | Approved Leave | | | | |
| Tony R Johnson | 00000057 | 04/19/2021 | Released for Approval | 7.00 | 9500 | Time Worked | | | PRD Support | Reporting |
| Tony R Johnson | 00000057 | 04/20/2021 | Released for Approval | 8.00 | 9500 | Time Worked | | Charge Object Time Worked | PRD Support | Reporting |
| Tony R Johnson | 00000057 | 04/21/2021 | Released for Approval | 2.00 | 9000 | Approved Leave | | | | |
| Tony R Johnson | 00000057 | 04/21/2021 | Released for Approval | 4.00 | 9500 | Time Worked | | | PRD Support | Reporting |
| Tony R Johnson | 00000057 | 04/21/2021 | Released for Approval | 2.00 | 9500 | Time Worked | 02 | | | |
| Tony R Johnson | 00000057 | 04/22/2021 | Released for Approval | 8.00 | 9500 | Time Worked | 02 | | | |
| Tony R Johnson | 00000057 | 04/23/2021 | Released for Approval | 4.00 | 9500 | Time Worked | | | PRD Support | Reporting |
| Tony R Johnson | 00000057 | 04/23/2021 | Released for Approval | 4.00 | 9500 | Time Worked | 02 | | | |

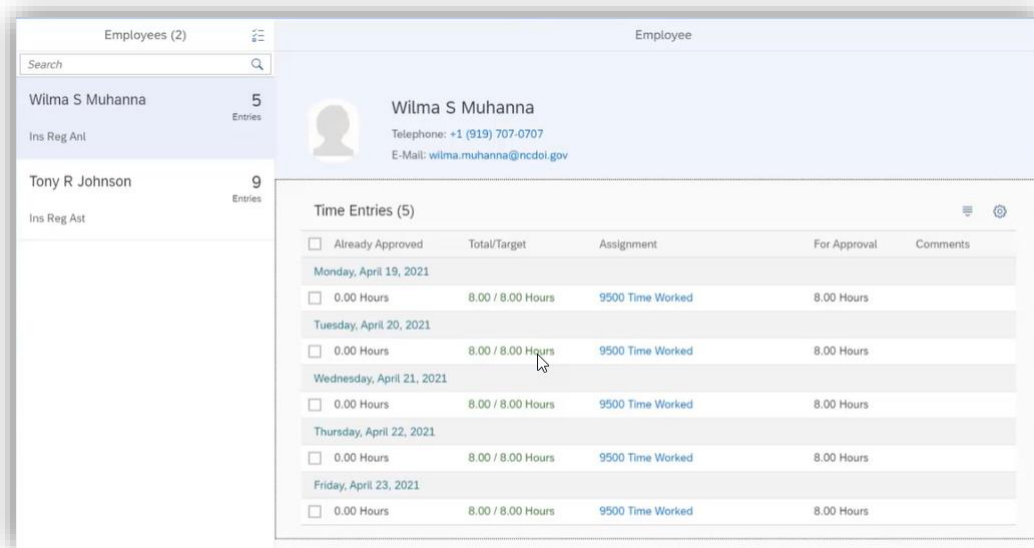
- Once you have reviewed all the time entries, click the arrow next to the NC State map in the top left of your screen and go back to the homepage.



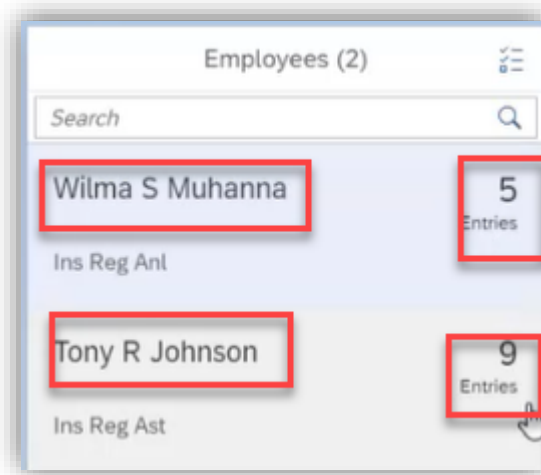
- On the Homepage, click on the **“Approve Timesheet.”**



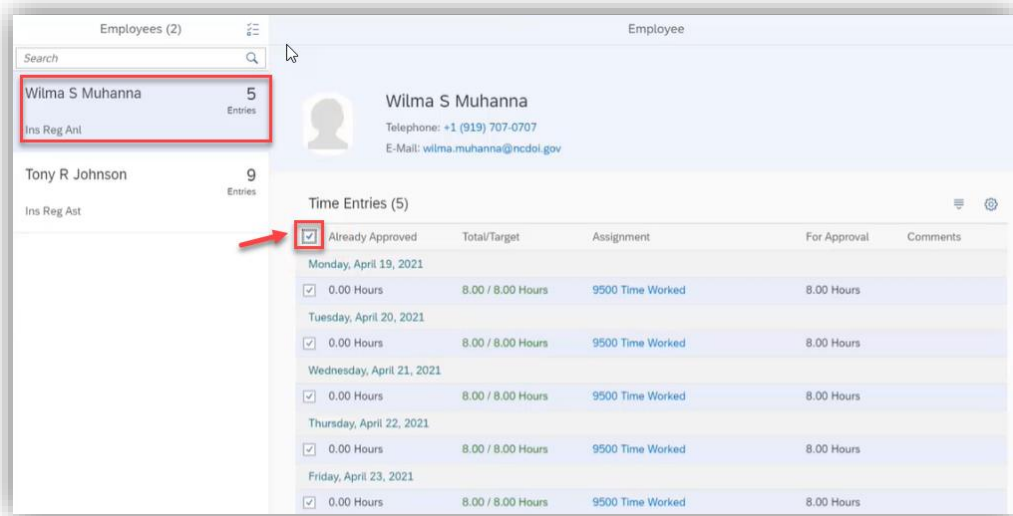
- Once you click on the **“Approve Timesheet,”** You will notice there are 2 employees with 14 entries to be approved. Wilma has 5 entries and Tony has 9 entries.



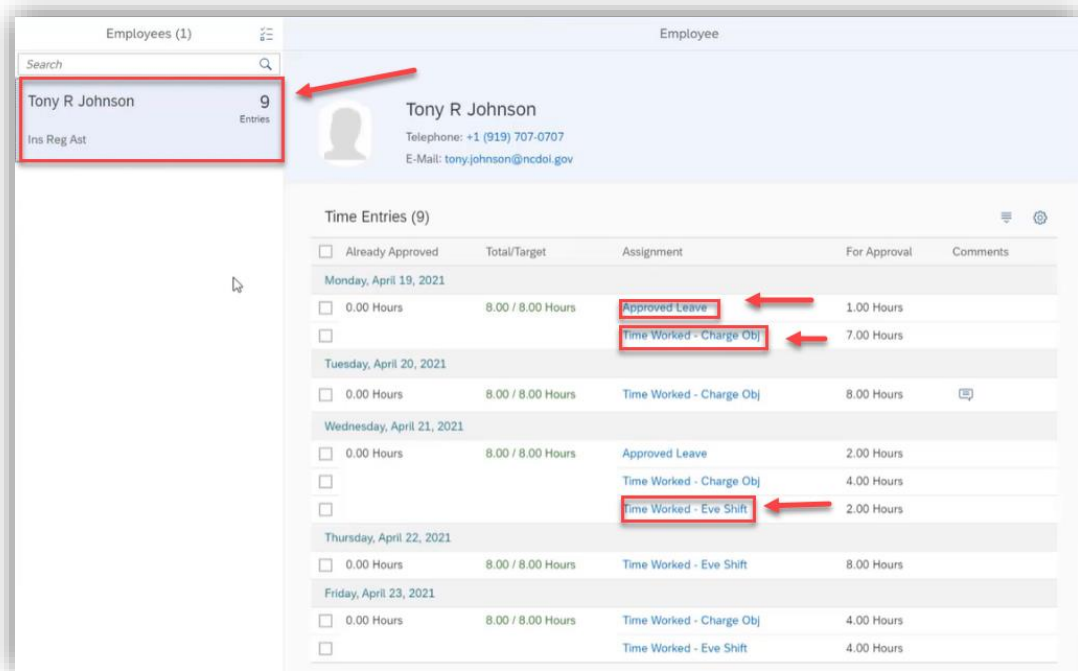
- Wilma shows **“5 Entries”** and Tony shows **“9 Entries”** to be approved.



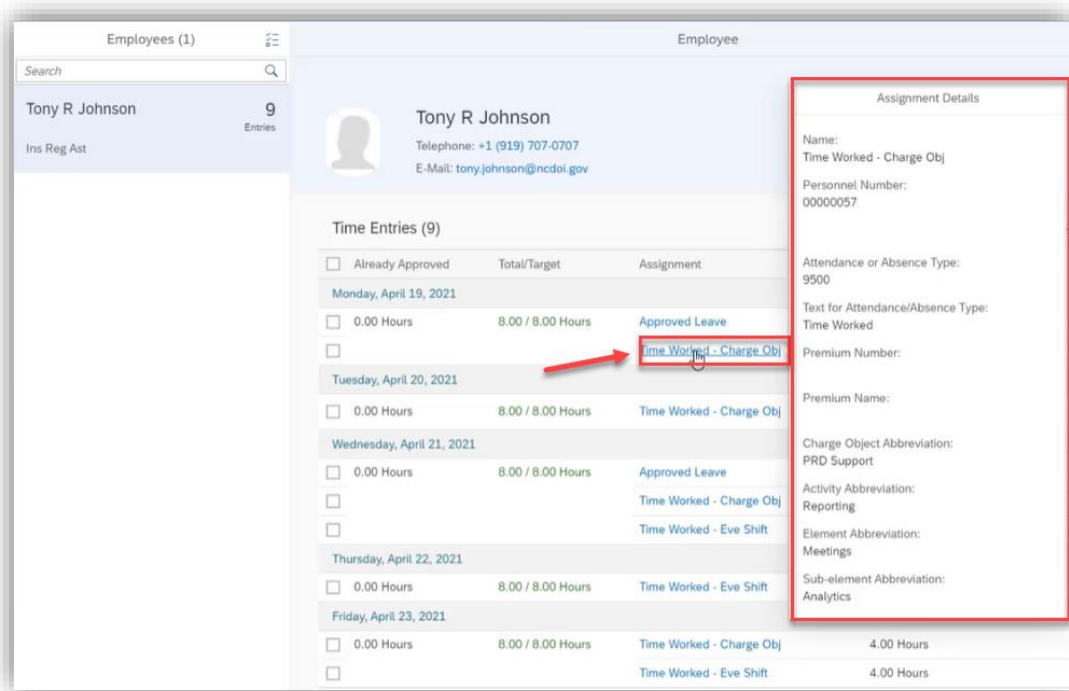
- Both employees are 40 hour approvals based on the information from the review of the Working Time Report. To select all of the Entries to be approved for Wilma, click the Select All box. When the Select All indicator has been checked, all time entries will be approved once the Approved icon is selected. Select Approve.



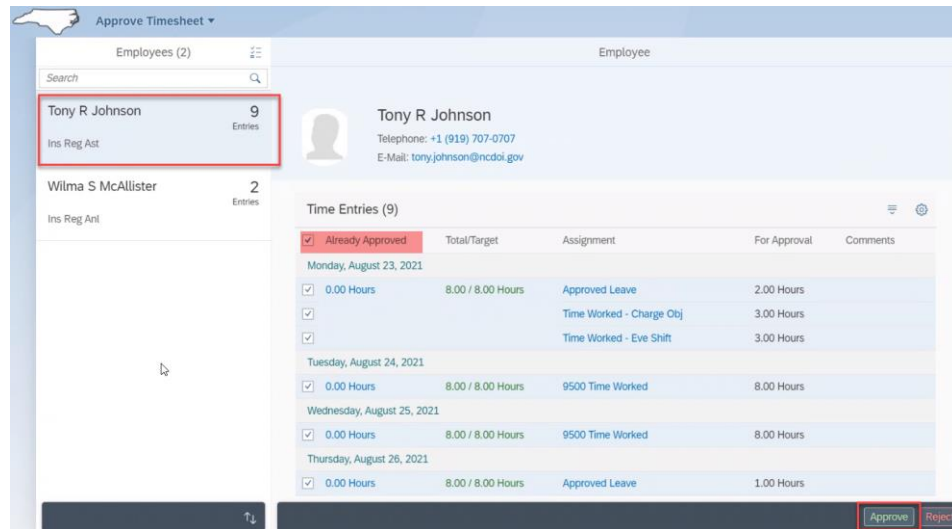
- Then select the next employee who has “9 Entries.” In this case, you will notice a mix of Time Worked with shift and charge objects and Approved Leave that needs to be approved.



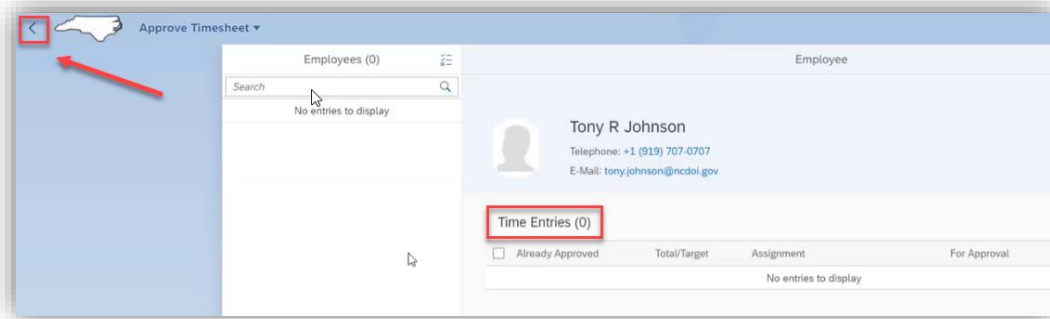
11. When Assignment text is selected, a detailed view of the entry can be reviewed before approval.



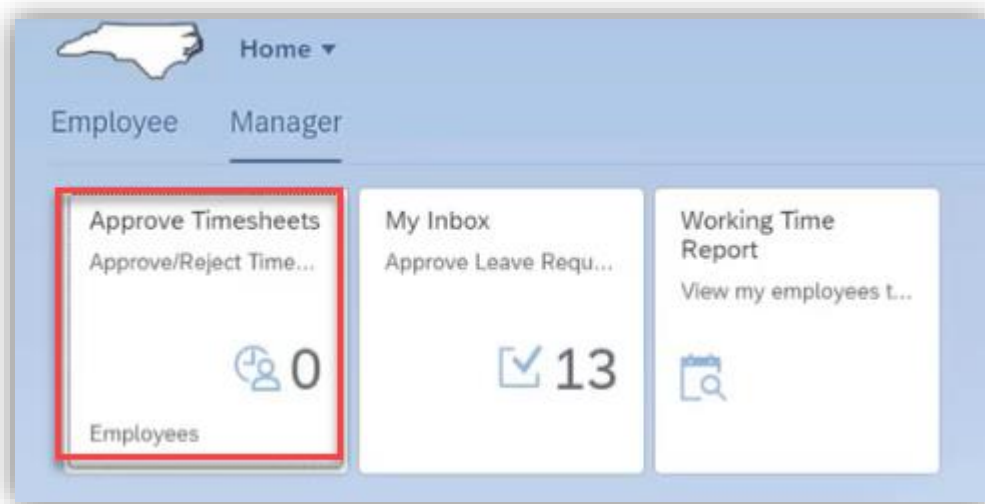
12. To select all of the Entries to be approved for Tony, click the Select All box. When the Select All indicator has been checked, all time entries will be approved once the Approved icon is selected. Select Approve.



13. Once you have completed the step, click the arrow to go back.



14. The tile now shows "0" for employees who need to have time approved.



Change Record

- 8/16/21 – Initial BPP created – Mayuri Surati