

# Bulk Timesheet Approval

In an effort to reduce the amount of time it takes to approve timesheets, approvers now have the ability to approve multiple timesheets at once.

*Please note: Approvers are still responsible for ensuring time is reported accurately. It is recommended that approvers continue to review each timesheet/leave record prior to approval.*

## How to Approve Biweekly Timesheets in Bulk

In HRMS, go to Manager Self Service > Time Management > Approve Reported Time. The search page will look a little different. You will see additional columns in the Search Results. The new columns will provide information about each employee, including the number of hours worked/not worked. Please review the hours reported to make sure they are in line with what each employee actually worked.

If everything is correct, you can click the checkbox at the bottom that says "Select All." Only timesheets that are eligible for bulk approval will be checked. Click "Approve." All of the selected timesheets will be approved.

If you see any notes in the column labeled "Needs Review," you will need to review the timesheet by clicking on the employee's name. The Needs Review column will provide a short description of the item that needs to be reviewed. If there are multiple issues, only one issue will be listed. You will be able to identify the other issues once you go into the timesheet.

Approve Reported Time

**Employee Selection**

Employee Selection Criteria		Get Employees
Selection Criterion	Selection Criterion Value	Clear Criteria
Employee ID	<input type="text"/>	Save Criteria
Employee Record Number	<input type="text"/>	Status: Needs Approval <input type="checkbox"/> Include LTD:
Last Name	<input type="text"/>	
First Name	<input type="text"/>	
Department Number	000339	

**Change View**

\*View By: Bi-Weekly   
 Date: 12/03/2016

Previous Pay Period      Next Pay Period

**Show My/All Employees**

**Search Results**

Select	Department	Name	Employee ID	Status	Record #	Standard Hours	Total Hours	Week 1 Worked	Week 1 Time Off	Week 2 Worked	Week 2 Time off	Needs Review
<input type="checkbox"/>	000339 - Human Resources			Needs Approval	0	37.50	81.25	25.75	16.00	26.00	13.50	Employee not on FMLA Leave
<input type="checkbox"/>	000339 - Human Resources			Needs Approval	0	37.50	17.00	17.00	0.00	0.00	0.00	Missing holiday for pay period
<input type="checkbox"/>	000339 - Human Resources			Needs Approval	0	40.00	32.00	16.00	16.00	0.00	0.00	Missing holiday for pay period

Select All

## How to Approve Monthly Leave Records in Bulk

Similar to approving timesheets, monthly leave records can be approved in bulk. There are fewer columns for monthly employees since they only record time off instead of hours worked.

Once you review the Total Time Off, you can click the “Select All” checkbox and then “Approve.” You will need to review any leave records that have a note in the Needs Review column.

### Approve Reported Time

**Employee Selection**

Selection Criterion	Selection Criterion Value
Employee ID	<input type="text"/>
Employee Record Number	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department Number	008540

Get Employees  
Clear Criteria  
Save Criteria

Status: Needs Approval  
Include LTD:

**Change View**

\*View By: Monthly  
Date: 10/31/2016  
Previous Pay Period  
Next Pay Period

**Show My/All Employees**

Show My Employees Show All Employees

**Search Results** 1 of 1

Select	Department	Name	Employee ID	Status	Record #	Standard Hours	Total Time Off	Needs Review
<input type="checkbox"/>	008540 - Bear Necessities			Needs Approval	0	37.50	15.00	FMLA-Intermittent has reported

Select All Approve

## What Needs Review?

Below is a list of issues that will flag a timesheet/leave record as “Needs Review.” You must go to the timesheet for the employee in order to approve.

- Missing Holiday
- Employee reported time off during the 6 month probationary period
- Employee has negative leave balances
- Employee is not on FMLA but recorded FMLA time off
- Employee is on FMLA but recorded regular time off
- For web clock employees, duplicate punches were recorded

If you have additional questions about approving timesheets or leave records in bulk, please contact your Human Resources representative:

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