

Using Web Entry of Time (WET) *As an Approver*

1. Go to Web for Employees. (If you need instructions as to how to do this, please see USING WEB FOR EMPLOYEES.)
2. Select APPROVE TIME INPUT from the pull-down menu on the blue bar under PAYROLL.
3. If you have multiple timekeeping locations and/or multiple payroll periods which require your approval, you will be asked to indicate the location/time period you wish to work on. (The current pay-periods are always displayed on top.) Click in the circle to flag the desired time sheet and then click SUBMIT.
If only one timekeeping location/time period needs your approval, the system will automatically flag it, but you still need to click SUBMIT.
4. All employees in that timekeeping location for that particular payroll period will be displayed.
5. For each employee displayed, note the columns towards the right side:
 - **Sick Hours, Vacation Hours, Other Hours, Total Hours, and Balances.** At a glance, you can see who used time for the pay period and who didn't.
 - **Time Sheet Status.** This field indicates what the *employee* has done with the time sheet. It either shows I (Incomplete) or C (Completed). You can only approve a C (Completed) employee time sheet.
 - **Current Approval Status.** This indicates what *you* have done with each time sheet.
 - **Select Approval Status.** For a C (Completed) time sheet only, this is one of two places where you may approve time usage. The only status code we will recognize is APPROVED. (If someone's time isn't right, please fix it, then approve. See step 7.)
6. To approve time sheets *en mass* from this screen:
 - Move to the right-most column, SELECT APPROVAL STATUS.
 - Click the arrow to display the options available, then click on APPROVED.
 - Move to the next employee you wish to approve and repeat the process.
 - When ready to process the approvals, move to the bottom of the screen and click PROCESS SELECTED EMPLOYEES. If you don't click PROCESS, employees won't be approved.
7. To review/adjust/change an individual employee's time sheet:
 - Click on the SSN under the column heading EMPLOYEE ID.
 - The employee's time sheet will come up; you can make changes just like you would to your own time sheet.
 - When finished making changes, you must COMPLETE and then SUBMIT before changing the APPROVAL status. Again, you must do both processes (completion and approval) separately.
 - You have the option of approving directly on the time sheet OR from the approver's screen.
8. When finished with this timekeeping location/payroll, you can click RETURN TO APPROVER DISPLAY at the top of the screen to get back to the list of employees.
9. If an adjustment needs to be made to a timesheet after the approver deadline, please e-mail TimeKeeper@mail.montclair.edu with any corrections.

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