

Quick Guide - Approving Hours Reported for 08/01/2023

This quick guide will show you how to view and approve the hours reported for August 1, 2023. The hours worked on August 1st are a part of the July 2023 Pay Period (07/01/23 – 08/01/2023), but will not automatically appear on the July timesheet. Below are the required steps to approving those hours.

You will need to navigate to the **individual timesheet** and the following page will display:

Timesheet

Employee ID: _____

Job Title: _____ Employee Record Number: 0

Select for Instructions

View By: Time Period *Date: 07/01/2023 Refresh << Previous Time Period Next Time Period >>

Reported Hours: 72.0 Hours Scheduled Hours: 0.0 Hours << Previous Employee Next Employee >>

1. Change View By to **Day**
2. Change the Date to **08/01/2023**
3. Click **Refresh**

The page will refresh with the time reported for 08/01/2023 as follows:

Timesheet

Employee ID: _____

Job Title: Brgd Stndt Asst Employee Record Number: 0

Select for Instructions

View By: Day *Date: 08/01/2023 Refresh << Previous Day Next Day >>

Reported Hours: 8.0 Hours Scheduled Hours: 0.0 Hours << Previous Employee Next Employee >>

Tuesday 08/01/2023

Tue 8/1	Total	Time Reporting Code	Taskgroup
8.0	8.0	REG - Regular Hours Worked	FR_MAIN

Submit

Reported Time Status - select to hide

Select	Date	Status	Total	Time Reporting Code	Comments
<input type="checkbox"/>	08/01/2023	Needs Approval	8.0	REG	

Select All Deselect All Approve Selected Deny Selected

4. Click the box under **Select**
5. Click **Approved Selected**

You have successfully approved the reported hours!

If you need further assistance, please contact your Payroll Technician directly at (559) 278.2032 or email payrollservices@mail.fresnostate.edu.