Manager – Approving Timesheet Submissions

Timesheet submissions will route for approval to Managers, these types of requests will be classified as "Reported Time" and can be approved via the “HRMS Approvals” tile.

Option 1:

E-mail Method:
1. Approver will receive the approval e-mail notification.
2. At the bottom of the e-mail, click on the hyperlink.
3. Enter your UTEP credentials and log into PeopleSoft; you will then be directed to HRMS Approvals, select a request to continue.

Option 2:

1. Log into PeopleSoft, from the Employee Self Service homepage, select the HRMS Approvals tile.
2. Under Pending Approvals, select the Reported Time request from the list (each row contains: employee name, quantity hours, start & end date).
1. Review information and use the check box to select the lines.
You can select the line item to view the punch in/out times, by selecting the "Adjust Reported Time" link on the next screen.
The View Legend hyperlink provides a legend in the event that you see an icon on the line item. Exception is time entered is over the student's allotted 19hrs per week. Cross Over reflects when time entered for one day crosses over to the next day. Please make sure these entries were not submitted in error.

2. Select: Approve to approve the request or select Deny to deny the request (users can modify & resubmit denied time). Please note, comments are required when denying transactions.

3. Click the Submit button to complete the process.
   If you still need to approve/deny other lines, the page will refresh and you will see the outstanding lines, follow steps 1-3 once again to review the outstanding line items.