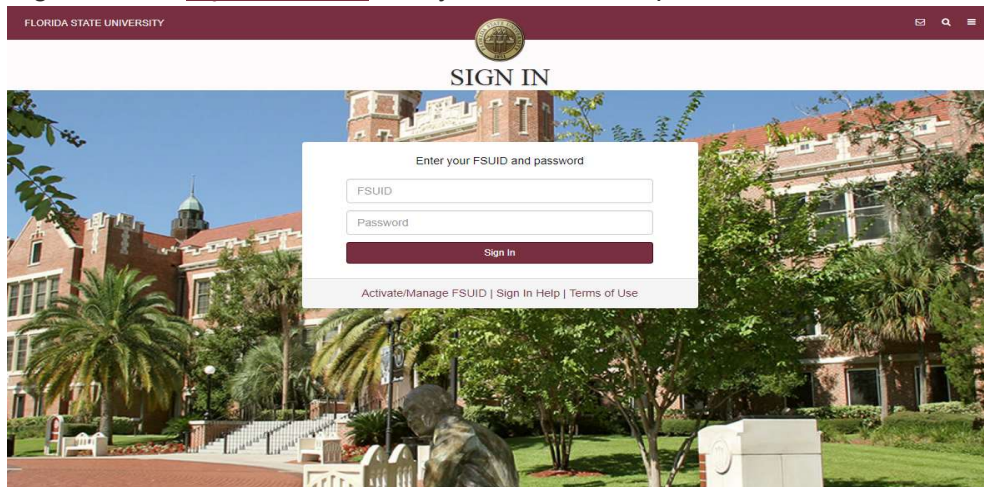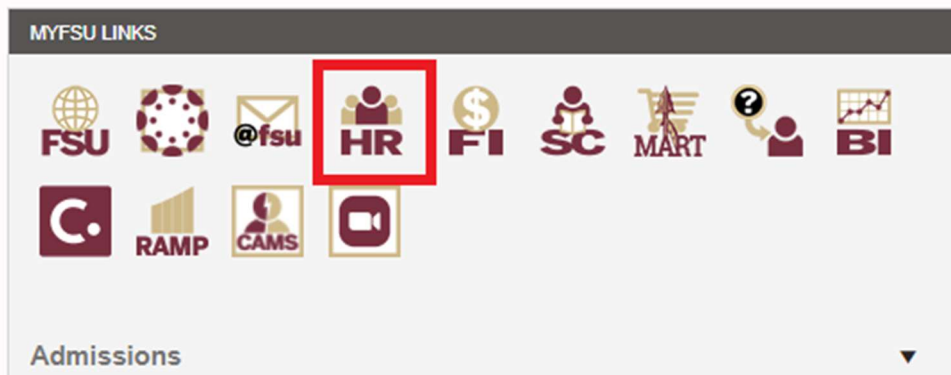# Approving Reported Time
HR Department Representative

Learn to approve time for employees in your department. Department Representative time approval groups must be requested via the [Time Approval Group Security Request Form](#). HR Department Representative groups are for those employees who require access to timesheet approvals for an entire department.
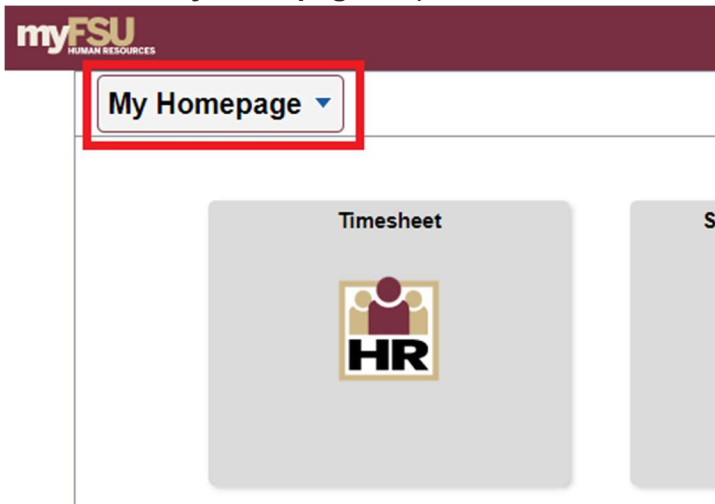
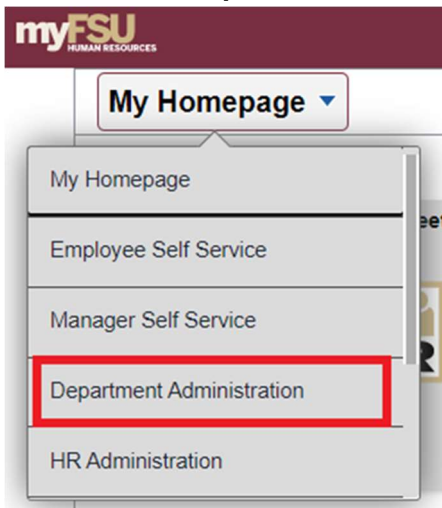1. Sign in to the [myFSU Portal](#) with your FSUID and password.
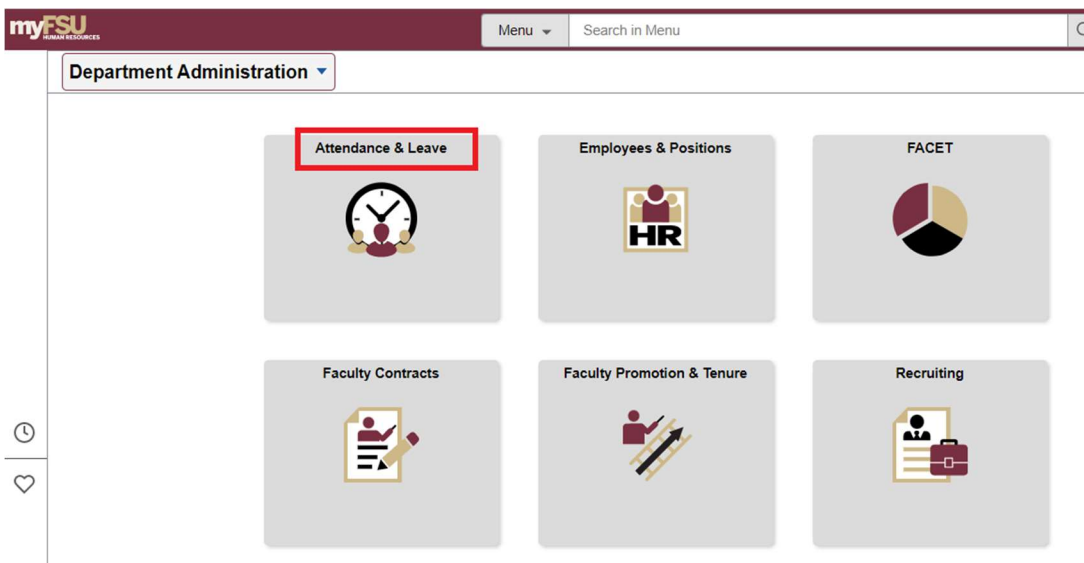

2. Select the **HR** icon.

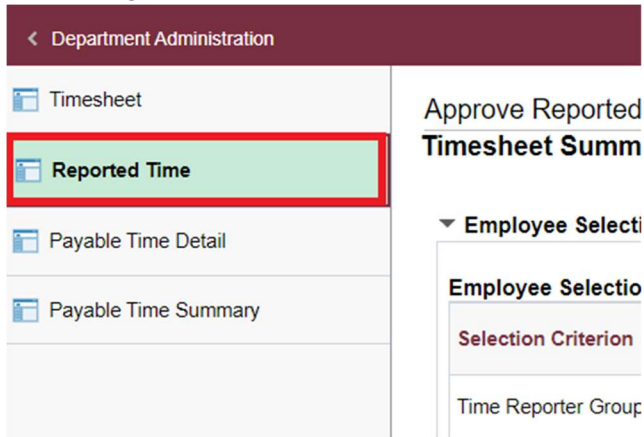3. Click on the **My Homepage** drop-down menu.

4. Select on the **Department Administration**.

5. Click the **Attendance & Leave** tile.

6. Select **Reported Time** under timesheet. This will only show the employees that require approval. If you would like to view all employee's reported time regardless of whether it is pending approval click on **Timesheet**


7. Click in the box next to **Time Reporter Group** and enter your Group ID # into the field. For the purpose of this example, enter "**02476**." Click **Get Employees**. If you do not know your five digit Group ID # than click on the spy glass and find your name. You may than select the Time Reporter Group number to the left of your name.
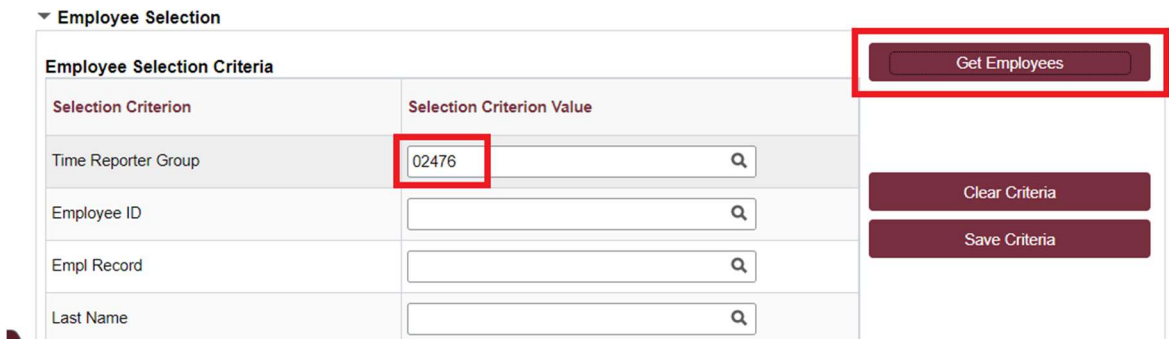
8. Scroll down to the bottom of the page. The employees listed require review and approval of their reported time. For the purpose of this example, select the employee **Kim, Chloe** by clicking on the Last Name, **Kim**.
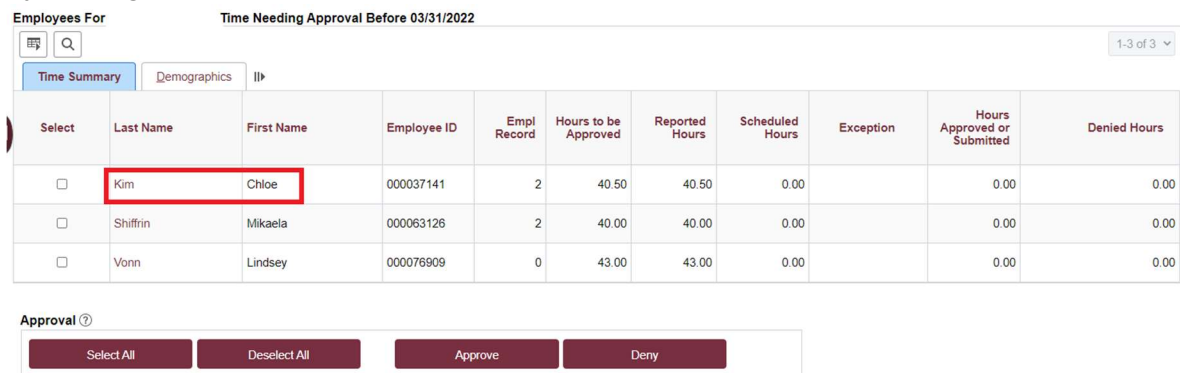
9. After reviewing and ensuring accuracy of the time entered by this employee, click the boxes under the Select column and click on the **Approve** button. This will approve all of the entries selected (and checked). Your electronic signature will be dated and attached to the time approval in OMNI.

10. The time for this employee has been successfully approved! Select the Return to Select Employee link to approve the time for your remaining employees.

The previous employee, Chloe Kim, is no longer listed as needing approval. Select the next employee on your list, and repeat the above process until there are no employees listed.