

# Approving Reported Time

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## Purpose

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.

## Audience

HR Department Representative

## Prerequisites

During the payroll cycle it is the department's responsibility to be familiar with the due dates for time entry, time approvals and reviewing myFSU BI reports. The department should ensure that employee time reporting is compliant with federal, state, and FSU guidelines.

## Procedure – Approving Reported Time

Follow the steps below in order. Use Word’s numbered list feature.

1. Sign in to the myFSU Portal with your FSUID and password.
2. Select the **HR** icon (Employee Self Service > Department Administration > Attendance & Leave).
3. Select **Reported Time** under timesheet. This will only show the employees that require approval. If you would like to view all employees’ reported time regardless of whether it is pending approval on **Timesheet**.
4. Click in the box next to **Time Reporter Group** and enter your Group ID # into the field. Click **Get Employees**. If you do not know your five-digit Group ID #, click the spy glass to find your name. You may then select the Time Reporter Group number to the left of your name.
5. Scroll down to the bottom of the page. The employees listed require review and approval of their reported time.
6. 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 the entries selected (and checked). Your electronic signature will be dated and attached to the time approval in OMNI.

| Select                              | Add Comments | Day | Date | Reported Status | In        | Out       | In | Out | In | Out | Punch Total | Date |   |   |
|-------------------------------------|--------------|-----|------|-----------------|-----------|-----------|----|-----|----|-----|-------------|------|---|---|
| <input checked="" type="checkbox"/> |              | Fri | 8/7  | Needs Approval  | 9:00:00AM | 5:00:00PM |    |     |    |     | 8.00        | 8/7  | + | — |
| <input type="checkbox"/>            |              | Sat | 8/8  | New             |           |           |    |     |    |     |             | 8/8  | + | — |
| <input type="checkbox"/>            |              | Sun | 8/9  | New             |           |           |    |     |    |     |             | 8/9  | + | — |
| <input type="checkbox"/>            |              | Mon | 8/10 | Needs Approval  | 9:00:00AM | 5:00:00PM |    |     |    |     | 8.00        | 8/10 | + | — |
| <input type="checkbox"/>            |              | Tue | 8/11 | Needs Approval  | 9:00:00AM | 5:00:00PM |    |     |    |     | 8.00        | 8/11 | + | — |
| <input type="checkbox"/>            |              | Wed | 8/12 | Needs Approval  | 9:00:00AM | 5:00:00PM |    |     |    |     | 8.00        | 8/12 | + | — |
| <input type="checkbox"/>            |              | Thu | 8/13 | Needs Approval  | 9:00:00AM | 5:00:00PM |    |     |    |     | 8.00        | 8/13 | + | — |

Submit

Clear

Approval

Select All

Deselect All

Approve

Deny

7. The time for this employee has been successfully approved!
8. Select the Return to Select Employee link to approve the time for your remaining employees. Repeat the above process until there are no employees listed.

## **Support**

For questions or assistance, email [FSU Human Resources, Attendance & Leave](#)

## **Document Information**

Job Aid Owner: Attendance & Leave

Last Updated: August 18, 2026

Related Policy or Procedure: [Department Payroll Responsibilities | Office of Human Resources](#)