

Approving Reported Time: Supervisors

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Purpose

Learn to approve time for your employees. Supervisors are automatically provided the security role FSU_SS_MANAGER and a five-digit Group ID. Reported time and leave entered by your employees needs your approval to be processed into payable time for Payroll to generate paychecks.

Audience

Supervisors.

Prerequisites

You must be a supervisor with the security role FSU_SS_MANAGER and a five-digit Group ID.

Procedure – Approving Reported Time for Supervisors

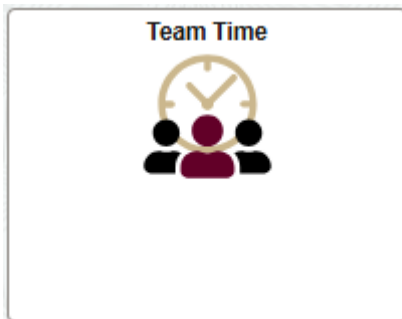
Follow the steps below in order.

1. Sign in to the [myFSU Portal](#) with your FSUID and password.
2. Select the **Human Resources** icon under myFSU Links.

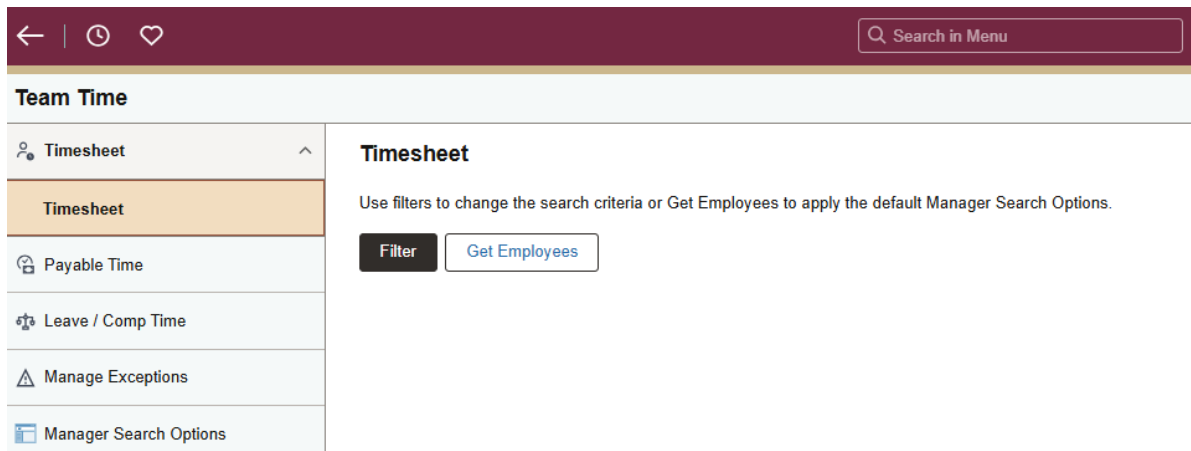
- Click on the drop-down menu and select **Manager Self Service**.



- Click the **Team Time** tile.



- Select **Timesheet** under Timesheet and then select **Filter**.



- Enter your Time Reporter Group ID # into the field. For this example, enter **"10486."** Click **Done**. If you do not know your five-digit Group ID #, click on the spyglass and find your name. You may then select the Time Reporter Group number to the left of your name.

Cancel
Filters
Done

Time Reporter Group 10486
Employee ID
Empl Record
Last Name
First Name
Job Code
Department
Supervisor ID
Reports To Position Number
Location Code
Workgroup
Taskgroup

Reset
Clear

7. Select **Get Employees**. All employee's timesheets that you can access are listed. Employees who have time needing approval will show under the **Hours to be Approved** column. The sort button to the far right can be used to sort employees with hours to be approved to the top of the list.

Team Time

Timesheet

Hours to be Approved and Exception counts are as of 08/10/2026

Select Employee

Name/Title	Exceptions	Hours to be Approved	Hours to be Approved
Professor 12 Mo SAL		88.00	
Associate Vice President		88.00	

Sort
Name
Title
Exceptions
+ Hours to be Approved

15 rows

8. After reviewing and ensuring the accuracy of time entered by this employee, click the boxes next to the time needing approval and click on the **Approve** button. This will approve all of the entries selected (and checked). You can also click the small box at the top to select all time needing approval for that workweek. Your electronic signature will be dated and attached to the time approval in OMNI. Use the back and forward arrows at the top to ensure time is approved for both weeks

Related Policy or Procedure (if applicable): [4-OP-C-7-H4 OPS Attendance and Leave](#)