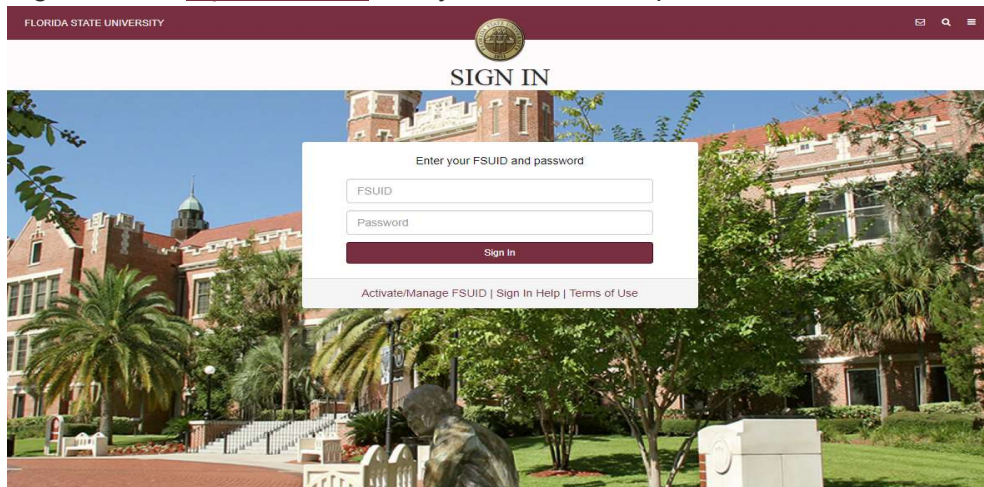


Approving Reported Time

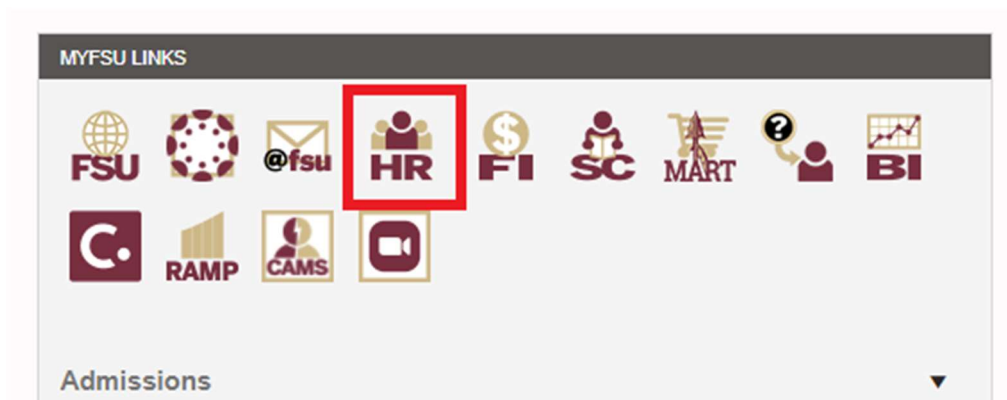
HR Department Representative

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.

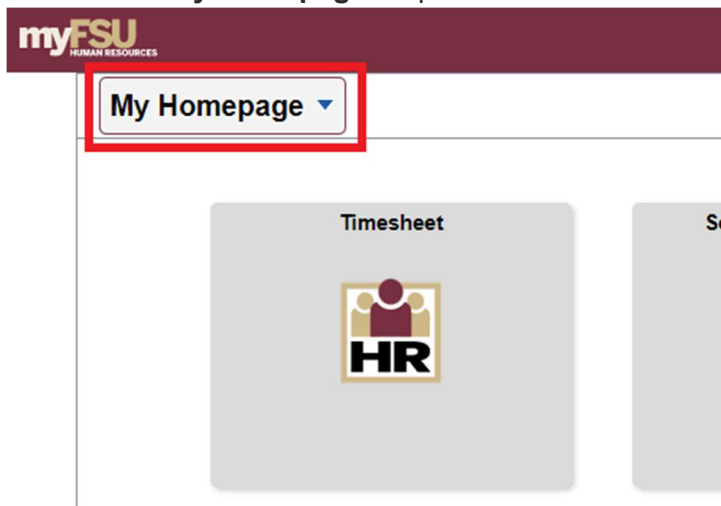
1. Sign in to the [myFSU Portal](#) with your FSUID and password.

The screenshot shows the myFSU Portal Sign In page. At the top, there is a maroon header with the FSU logo and the text "FLORIDA STATE UNIVERSITY". Below the header is a "SIGN IN" section with a background image of a campus building. A white sign-in box is centered on the page, containing the text "Enter your FSUID and password". Inside the box are two input fields: "FSUID" and "Password", followed by a "Sign In" button. Below the button are links for "Activate/Manage FSUID", "Sign In Help", and "Terms of Use".

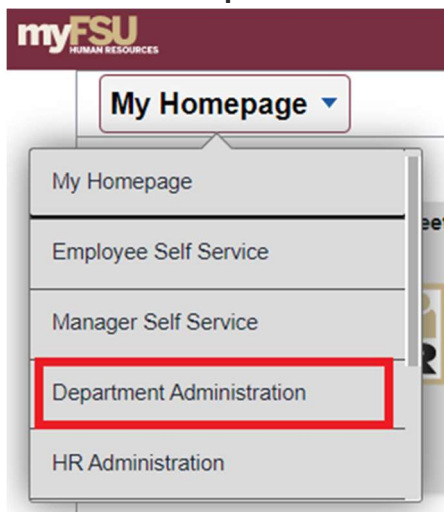
2. Select the **HR** icon.



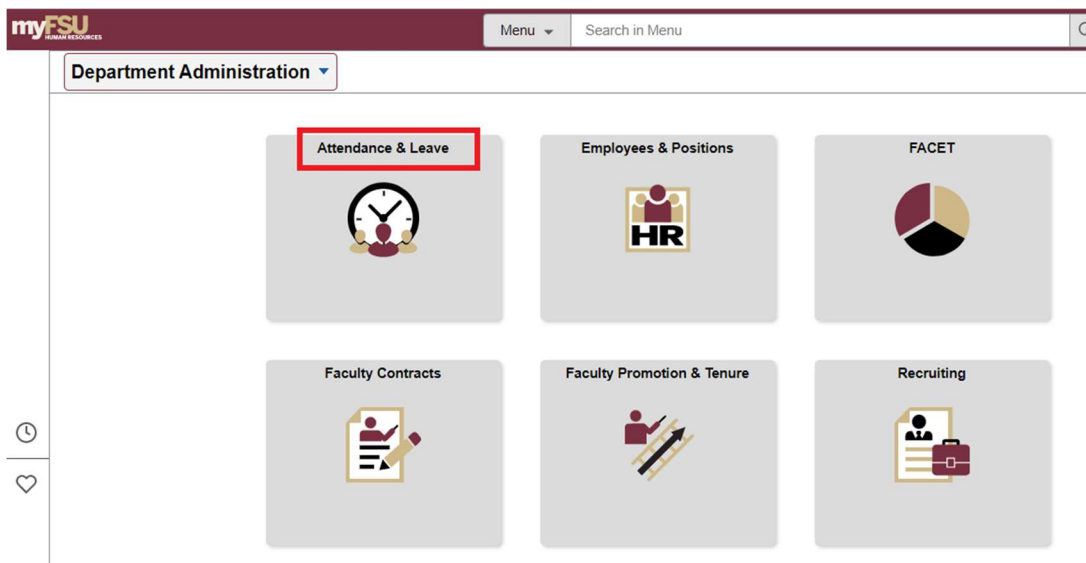
3. Click on the **My Homepage** drop-down menu.



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



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



- 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**

Department Administration

Timesheet

Reported Time

Payable Time Detail

Payable Time Summary

Approve Reported Timesheet Summary

Employee Selection

Employee Selection

Selection Criterion

Time Reporter Group

- 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 then select the Time Reporter Group number to the left of your name.

Approve Reported Time
Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	02476
Employee ID	
Empl Record	
Last Name	

Get Employees

Clear Criteria

Save Criteria

- 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**.

Employees For Time Needing Approval Before 03/31/2022

Time Summary Demographics

Select	Last Name	First Name	Employee ID	Empl Record	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Hours Approved or Submitted	Denied Hours
<input type="checkbox"/>	Kim	Chloe	000037141	2	40.50	40.50	0.00		0.00	0.00
<input type="checkbox"/>	Shiffrin	Mikaela	000063126	2	40.00	40.00	0.00		0.00	0.00
<input type="checkbox"/>	Vonn	Lindsey	000076909	0	43.00	43.00	0.00		0.00	0.00

Approval

Select All Deselect All Approve Deny

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.

From 03/04/2022 to 03/10/2022 ⓘ

Select	Add Comments	Day	Date	Reported Status	In	Out	In	Out	In	Out	Punch Total	Date
<input type="checkbox"/>		Fri	3/4	New								3/4
<input type="checkbox"/>		Sat	3/5	New								3/5
<input type="checkbox"/>		Sun	3/6	New								3/6
<input type="checkbox"/>		Mon	3/7	Approved	3:00:00PM	6:00:00PM	6:30:00PM	9:30:00PM			6.00	3/7
<input type="checkbox"/>		Tue	3/8	Needs Approval	6:30:00PM	9:00:00PM					2.50	3/8
<input type="checkbox"/>		Wed	3/9	Needs Approval	8:00:00AM	12:00:00PM	1:00:00PM	5:30:00PM			8.50	3/9
<input type="checkbox"/>		Thu	3/10	Needs Approval	6:30:00PM	9:00:00PM					2.50	3/10

Submit Clear

Approval

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.

Category	
Total Reported Hours	
No category Displayed	

[Return to Select Employee](#)

Manager Self Service

Time Management

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.