Approving Reported Time
Supervisors

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.

1. Sign in to the myFSU Portal with your FSUID and password

![Sign in to the myFSU Portal](image)

2. Select the HR icon

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

4. Select on the **Manager Self Service**

5. Click the **Team Time** tile
6. Select **Enter Time** under Timesheet and then select **Filter**

![Image of Enter Time section with Enter Time highlighted]

7. Enter your Group ID # into the field. For this example, enter “02476.” 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.

![Image of Filters dialog box with Group ID 02476 selected]

**NOTE:** If your Group ID # is not saved you may navigate to **Manager Search Options**, enter your Group ID #, and select save at the bottom of the page.
8. 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. For this example, select the employee **Kim, Chloe**.

9. 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 in the pay period.

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 no employees are listed.