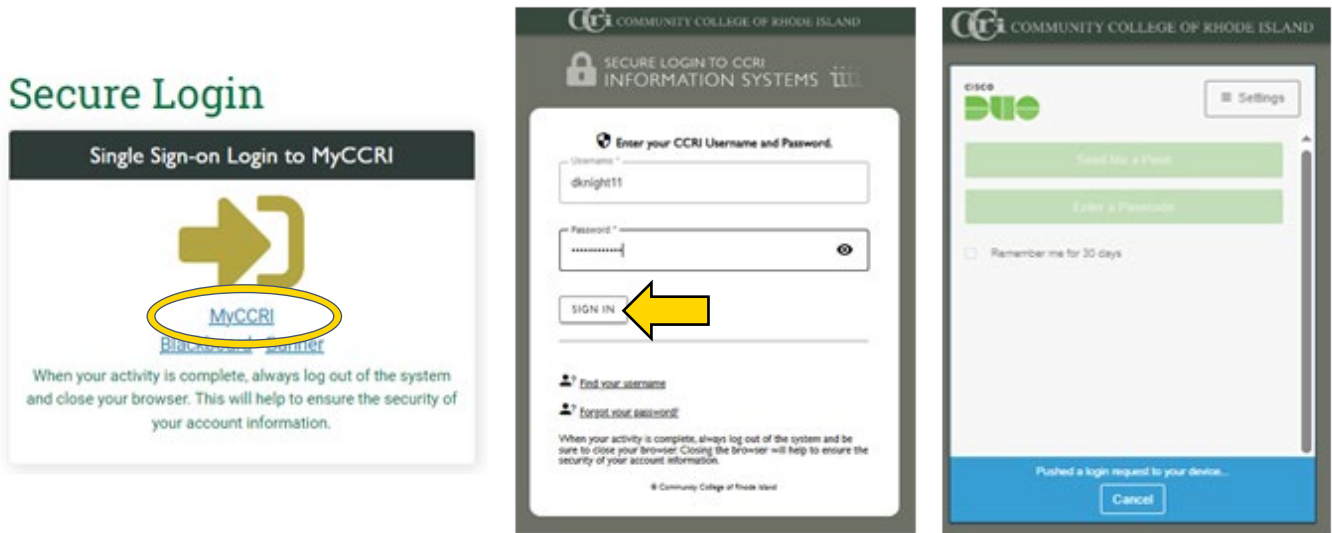
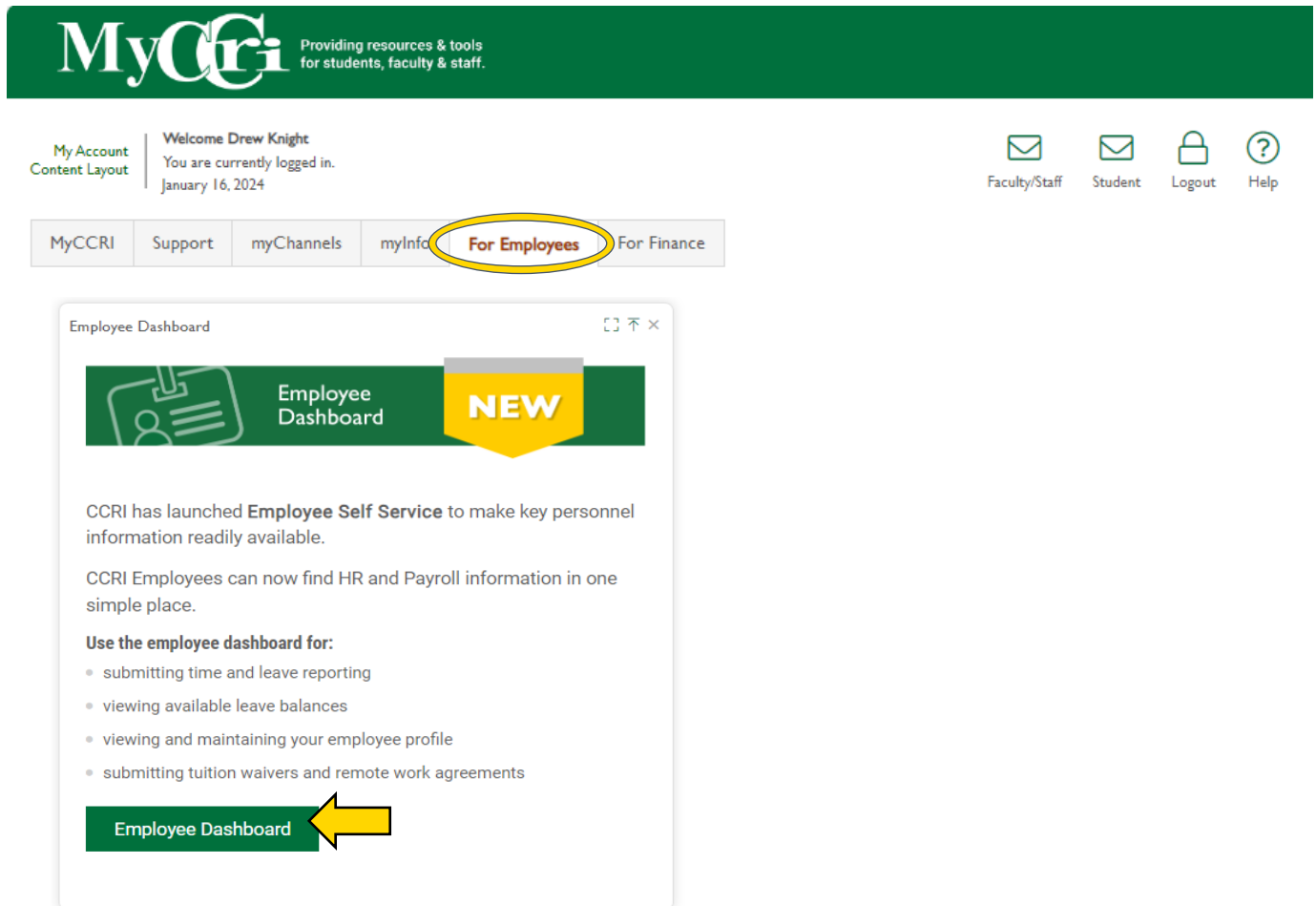


## Approving Time in the Employee Dashboard

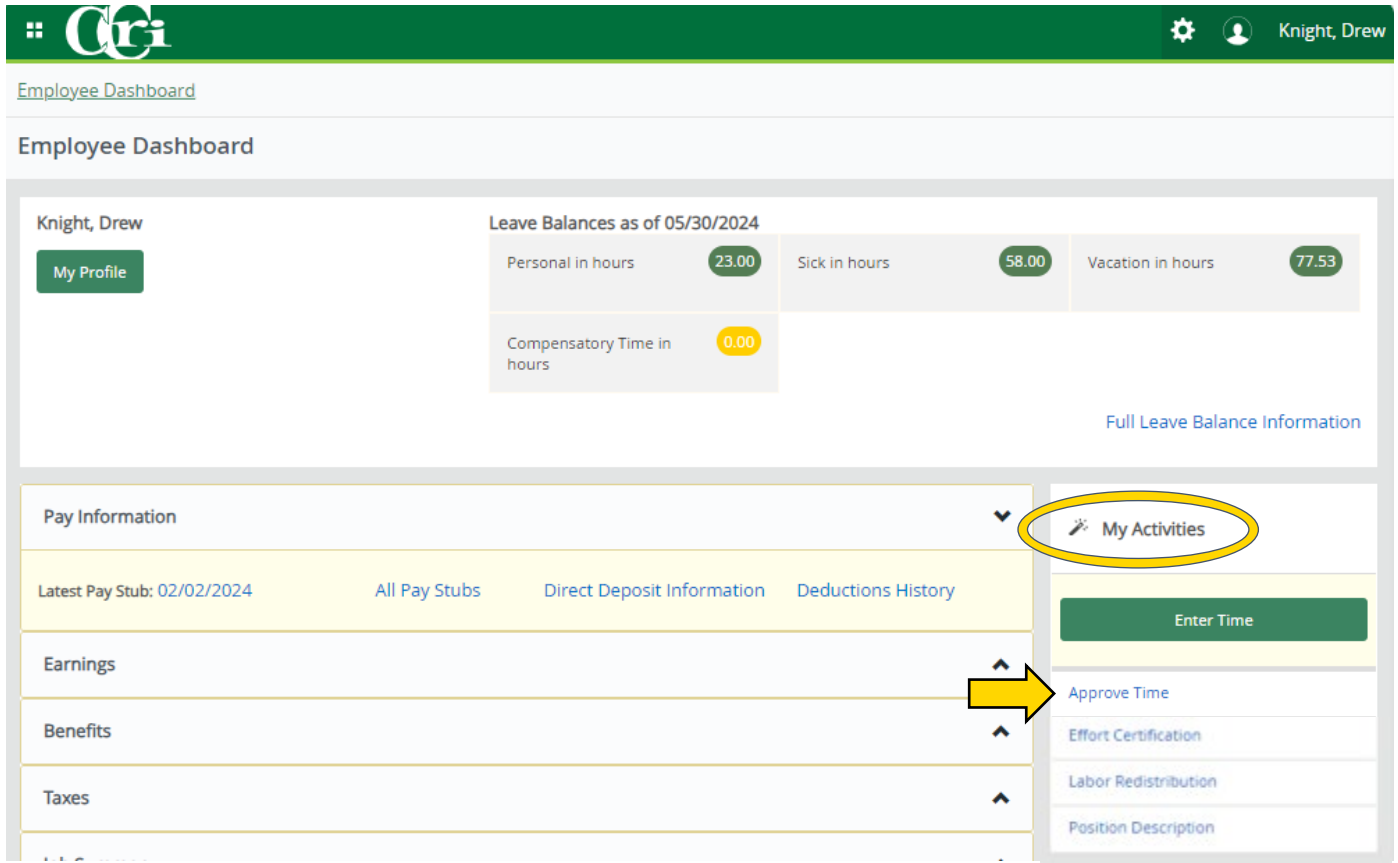
First, sign in to [MyCCRI](#) with your CCRI ID and Password.



Then, navigate over to the “For Employees” tab and click the green “Employee Dashboard” button.



In the Employee Dashboard, click “Approve Time” under the “My Activities” section on the right-hand side of the screen.



Employee Dashboard

Knight, Drew

My Profile

Leave Balances as of 05/30/2024

Personal in hours	23.00	Sick in hours	58.00	Vacation in hours	77.53
Compensatory Time in hours	0.00				

Full Leave Balance Information

Pay Information

Latest Pay Stub: 02/02/2024    All Pay Stubs    Direct Deposit Information    Deductions History

Earnings

Benefits

Taxes

My Activities

Enter Time

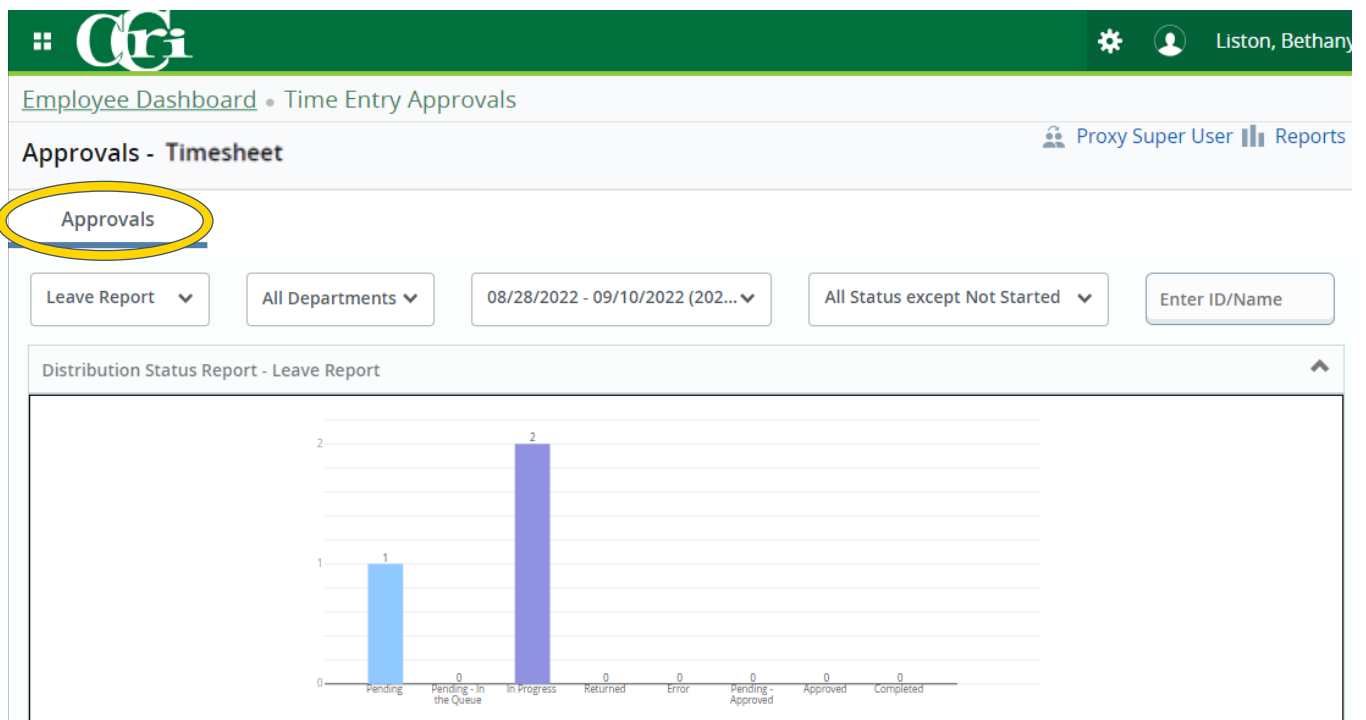
Approve Time

Effort Certification

Labor Redistribution

Position Description

At the top of the page, you will see the “Approvals” tab displayed with a graph depicting the status of all the items requiring your attention.



Employee Dashboard • Time Entry Approvals

Approvals - Timesheet

Proxy Super User    Reports

Approvals

Leave Report    All Departments    08/28/2022 - 09/10/2022 (202...    All Status except Not Started    Enter ID/Name









Distribution Status Report - Leave Report

Status	Count
Pending	1
Pending - In the Queue	0
In Progress	2
Returned	0
Error	0
Pending - Approved	0
Approved	0
Completed	0

Below this section, details of each timesheet can be reviewed. The different status options are:

- **Not Started** – The employee hasn’t opened their timesheet.
- **Pending** – The employee has submitted their timesheet for approval.
- **In Progress** – The employee has opened their timesheet but has not submitted it.
- **Returned** – The supervisor sent the employee’s timesheet back for correction.
- **Error** – The employee attempted to submit their timesheet. Supervisors can request assistance using the payroll issue reporting form.
- **Completed/Approved** - The supervisor has approved the employee’s timesheet.

Click on an employee’s name under “Pending” to view their timesheet for approval.

Pending 1				
Employee Name	ID	Organization	Hours/Days/Units	
Hackett, Robert M. Director, Purchasing, 501372-00	91000022	C-30015, Purchasing	10.00 Hours	  1 
Pending - In the Queue 0				
In Progress 2				
Employee Name	ID	Organization	Hours/Days/Units	
Jacoby, Maggie Asst College Purchasing Ofcr, 502901-00	94164291	C-30015, Purchasing	11.00 Hours	 
Flanagan, Charles Coordinator, 501008-00	94268019	C-30005, Office of VP of Finance & Strategy	35.00 Hours	  2 

The “Timesheet Detail Summary” will display several sections:

### Timesheet Detail Summary

91000022, Hackett, Robert M.  
 Director Purchasing, 501372-00, C, 30015, Purchasing  
 Pay Period: 08/28/2022 - 09/10/2022 | 10.00 Hours | Pending Submitted On 08/24/2022, 10:41 AM

**a** Time Entry Detail

Date	Earn Code	Shift	Total
08/29/2022	SIC, Sick	1	1.00 Hours
09/01/2022	VAC, Vacation	1	7.00 Hours
09/06/2022	CTT, Comp Time Taken	1	2.00 Hours

**b** Summary

Earn Code	Shift	Week 1	Week 2	Total
SIC, Sick	1	1.00		1.00 Hours
VAC, Vacation	1	7.00		7.00 Hours
CTT, Comp Time Taken	1		2.00	2.00 Hours
<b>Total Hours</b>		8.00	2.00	

**c** Routing and Status

Name	Action	Date & Time
Hackett, Robert M.	Originated	08/24/2022, 09:11 AM
Liston, Bethany F.	Submitted	08/24/2022, 10:41 AM
Liston, Bethany F.	Pending Approval	


**d** Comment (Optional):

Add Comment

2000 characters remaining

Confidential Comment

**e** Liston, Bethany F.  
 Added on 08/24/2022 (10:27 AM)



Return
Details
Return for correction
Approve

- a. **Time Entry Detail** – Shows discharged hours sorted by date and earn code.
- b. **Summary** – Details how many hours of each type were taken in the first and second week of the pay period.
- c. **Routing and Status** – Shows who has approved it and where it stands in the approval process.
- d. **Comment Box** – A field where you can type a comment if need be.
- e. **Comments** – View comments from previous approvers

After reviewing, if you approve the timesheet, click “Approve” at the bottom of the screen.

You can also return for correction, view further details, or return without correction.