Web Time Approval Instructions for Nonexempt Supervisors

Once your employees submit their time sheets to you, you will receive an email message the next day telling you that you have time to approve. Following are the approval instructions.

- Log in to the secured area of Piperline
- Choose Employee Services
- Choose Time Sheet
- Select "Approve or Acknowledge Time"
- Click on Select
  Your department(s) and the pay period will be displayed. If you have more than 1 department showing, choose 1. ***Make sure the current pay period is showing. If not, choose the current pay period from the drop-down box.***
- Click on Select
  You will see a summary sheet showing your employee(s) for the department you chose.
- Click on the employee's name to view their time sheet.
  Review the timesheet for accuracy. Now you may approve it, make changes to it or return it to the employee for correction by selecting the appropriate choice at the ***bottom*** of the time sheet. If you make changes or return it for correction, be sure to add comments. The employee will need to know why you made a change or why they need to correct their timesheet. If they are making a correction, they will need to resubmit the time sheet for your approval.
- To approve a time sheet, <u>scroll to bottom</u> of time sheet and click on "Approve". (Do not use the "Approve" at the top of the page) After you approve, you will see a yellow triangle telling you that the approval was successful. You can then scroll to the bottom of the time sheet again and note that your name will appear as having approved the time sheet. ***If it is not indicated that you approved the time sheet, then the time sheet is not approved and will not be processed.***
- If you are an approver for more than one department, select "New Department" at the bottom of the time sheet. Choose another department and click on Select to bring up your employees in this department. Continue the approval process until all your employees' submitted time sheets have been approved.
- All time sheets whether they are original submissions or corrected submissions must be approved before 5:00 on the Submit By date as indicated on the time sheet.

Call Cindy at x2222 or Alba at x2929 if you have any questions.

2/11