Manager timesheets approval

Introduction

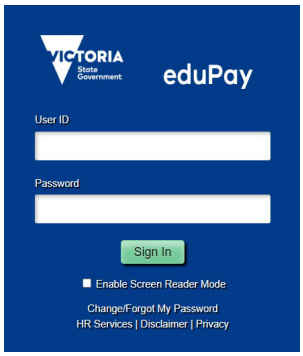
The purpose of the quick reference guide is to assist managers for VCAA casual employees in the review and approval process of timesheets entered by casual employees via their employee self-service (ESS). Managers can either approve, push back or deny the timesheets submitted. All timesheets are recorded in hours.

At the time of this guide, managers are required to be on a trusted network to be able to approve timesheets.

Quick Steps

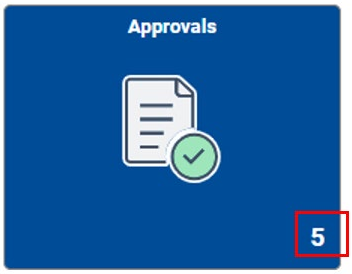
Step 1: login to eduPay

- Login to eduPay using your user ID (education email address) and password provided.



Step 2: Navigating to the Approvals page.

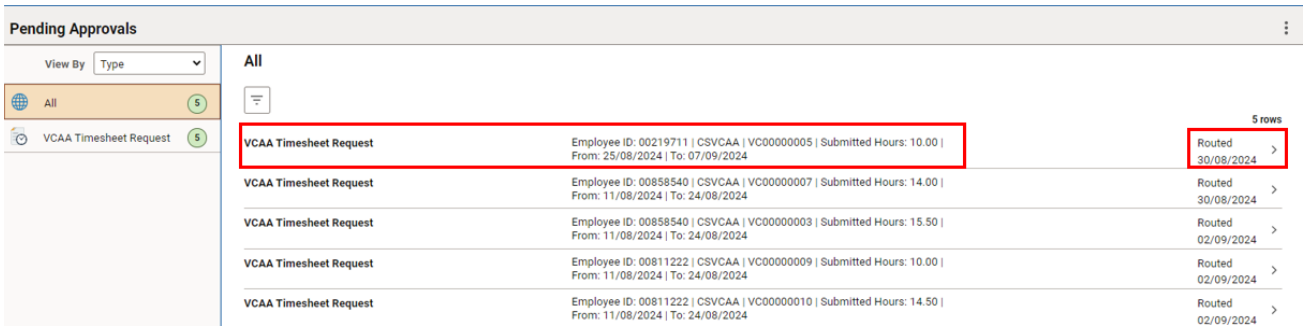
- Manager homepage appears. Locate the ***Approvals*** tile. If there are any tasks pending approval, a number of these tasks appear on the left corner of the tile.
- Click the ***Approvals*** tile to begin the process.



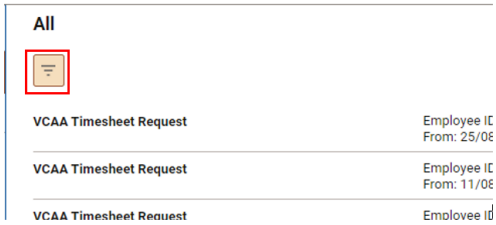
Step 3: Reviewing timesheets submitted for approval.

- The ***Pending Approvals*** page appears. On this page, it will list the timesheets that been submitted by your team members for approval.
- The page will show the overview of the ***VCAA Timesheet Request***, including, employee ID, submitted hours and the pay period or date range the hours is relevant to (in a fortnight block).

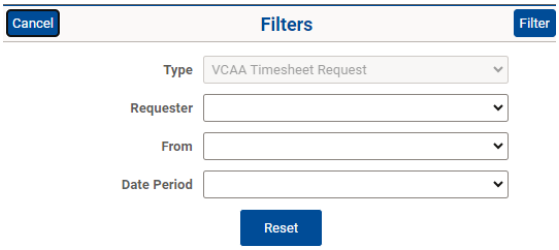
- Employees are asked to submit their timesheets in a fortnight block. The fortnight range is based on the department's fortnightly pay cycle, which starts on a Sunday and ends on the Saturday the fortnight after.
- The page also shows when the timesheet request was submitted ***(Routed)*** for your approval.



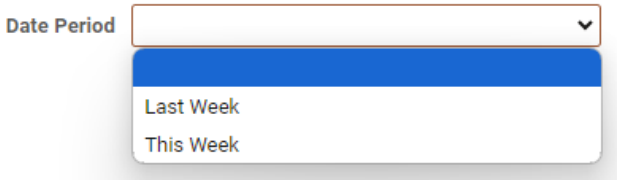
- You can filter the timesheet request by clicking on the filter button on the top right of the table



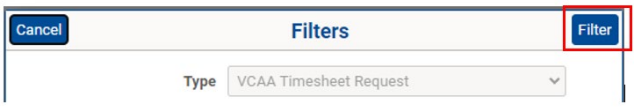
  - A pop-up ***Filters*** option will appear



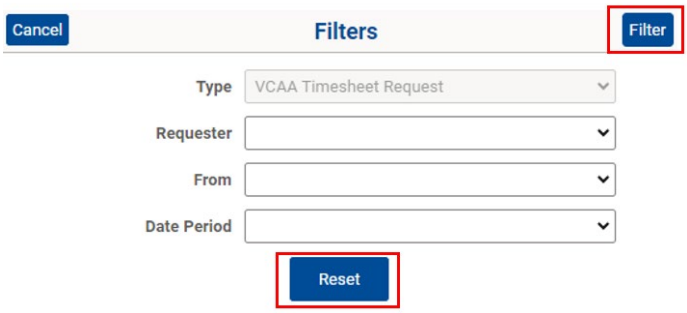
  - You can filter by
    - ***Requester –*** who requested the timesheet to be approved
    - ***From -*** who submitted the timesheet
    - ***Date Period*** - period when the timesheet was submitted (***Routed***)



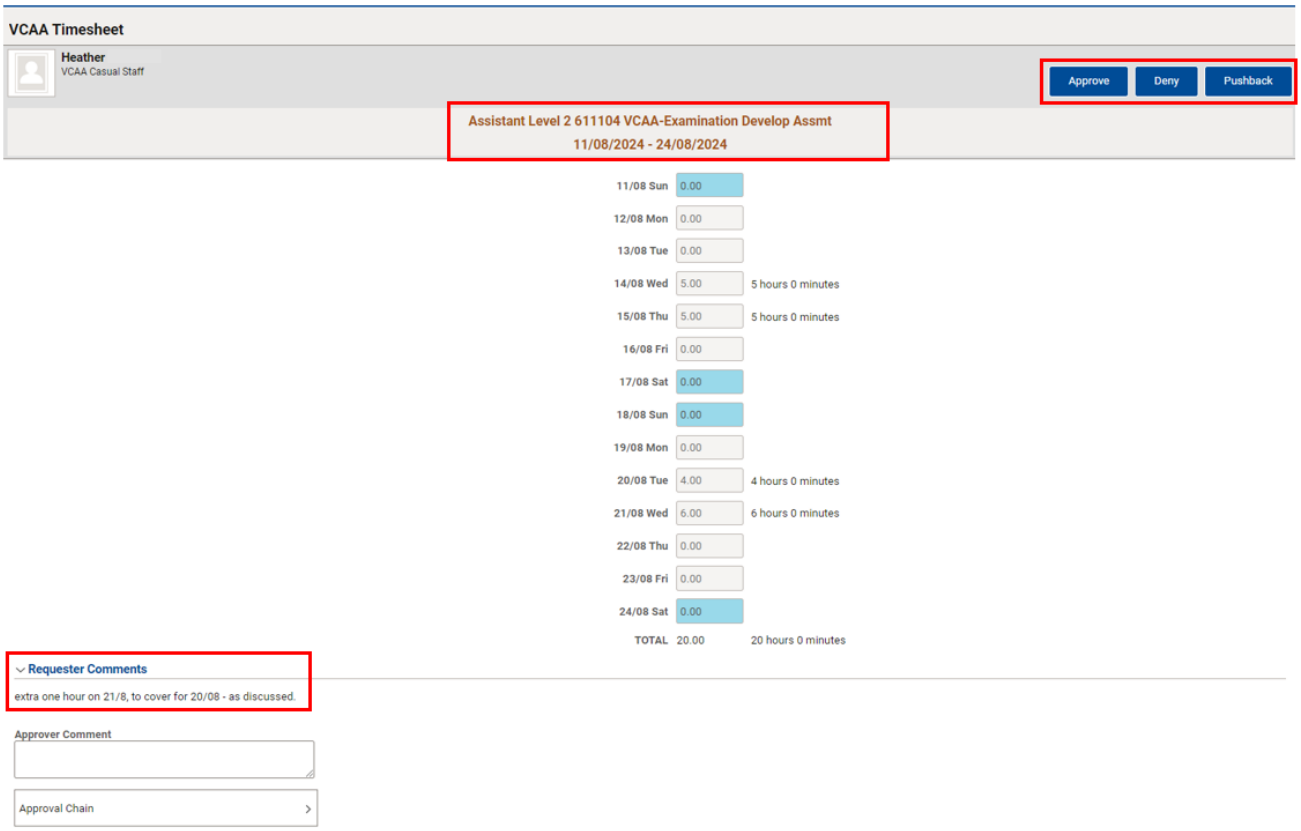
    - Once the filter criteria has been selected, click ***Filter*** and the filtered results will appear



    - To reset the filter, you will need to click on the ***Reset*** button and click ***Filter***, and the full list will reappear



- Click on the timesheet request to review the details of the timesheet. The page displays:
  - Employee name
  - The role the timesheet has been submitted for
  - The hours submitted for the fortnightly pay period
  - Comments that may have been entered by the requester relevant to the timesheet
  - The ***Approve, Deny*** and ***Pushback*** buttons



- Once you have reviewed the timesheet, you can:
  - ***Approve*** if the submitted hours are correct
  - ***Deny*** if the submitted hours are incorrect and was not previously discussed or approved between the employee and the manager
  - ***Pushback*** if the submitted hours are incorrect, and employee is required to amend and resubmit the timesheet
- The employee will receive an email notification through the workflow of the timesheet request. They will receive an email notification when the timesheet is submitted, approved,

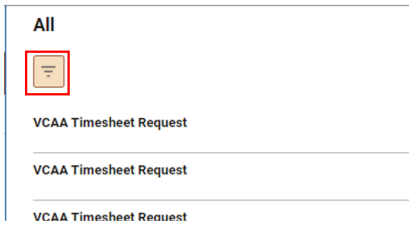
pushed back or denied. Any notes or comments left by the Approver, will be included in the email.

Step 4: Approvals History

- You can view timesheet that have been approved via the ***Approvals History*** page
- Click on the three dots on the top right side of the screen, and select ***Approvals History***

- The ***Approvals History*** page will appear, and lists timesheet requests that have been previously approved, and will also show the date it was approved

- If there are multiple timesheet requests that have been approved, you can also use the filter function, to further filter to find the relevant timesheet
- You can filter the timesheet requests by clicking on the filter button on the top right of the table



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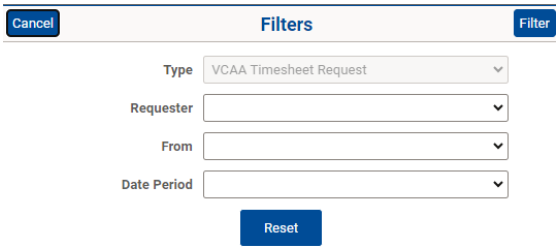

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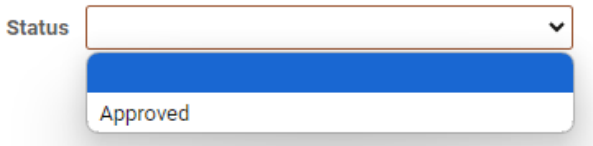
    - ***From -*** who submitted the timesheet
    - ***Status*** – Only *Approved* status available on this page



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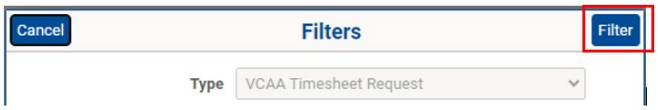
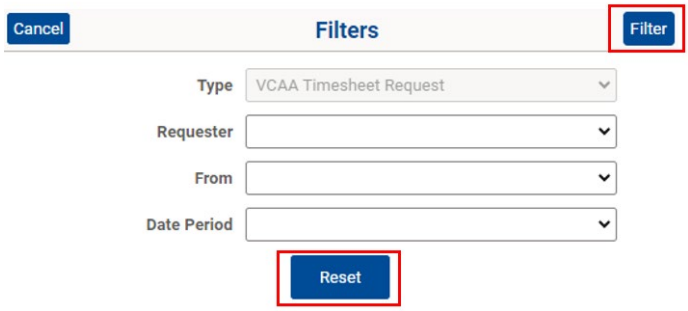
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