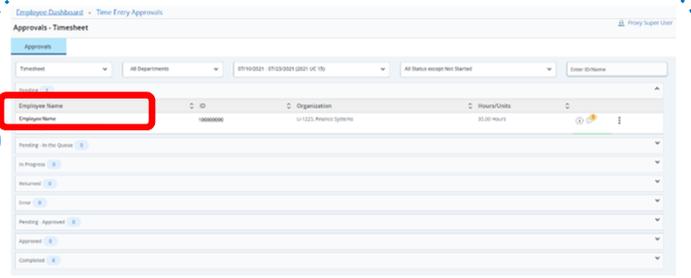


How to Approve time – Hourly Employees

Employees

Access your personal information, your time sheets, Electronic Personnel Action Form (EPAF), tax and pay information.



Approvals - Timesheet

Employee Name: [Red Box]

ID: 1000000

Organization: UICU, Project Systems

Hours/Units: 0.00 hours

Buttons: Pending, In the Queue, In Progress, Returned, Error, Pending Approval, Approved, Completed

Current Employee

Self Service

- Electronic Personnel Action Form (EPAF)
- Time Sheet



Preview

Total units: 0.00

Weekly Summary

Week	Total hours
Week 1	
Week 2	12.00
Week 3	21.00

Comments (Optional)

Add Comment

Buttons: Return for correction, Details, Approve

1 Visit [MyOntarioTech](#) Select "Employees"

2 Click on "Current Employee"

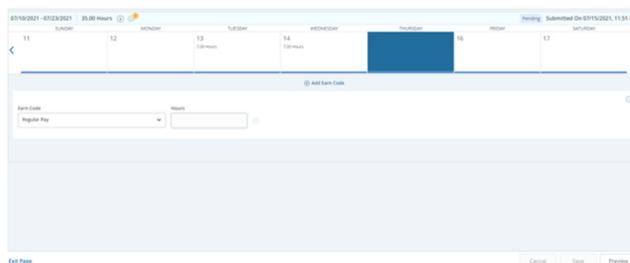
3 Click on "Time Sheet"

4 In Employee Dashboard, click on "Approve Time"

5 The Approval Summary page contains many tabs depending on the timesheet status. Here, click on the employee name.

6 In the Preview popup, double check if all the information is accurate. Scroll down to the bottom, and add any comments (optional). Either click Approve to approve the timesheet or click on Details for more information.

7 If you click Detail, you will be directed to the Review page. From here you can Approve, Change Record, or Return for Correction (Click Preview on the bottom to view those options) and Add a Comment (comment icon).



01/16/2021 - 01/23/2021 26.00 Hours

Buttons: Approve, Change Record, Return for Correction, Preview