

How to Approve time – Hourly Employees

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

2 **Current employees**

3 **Finance and payroll**
Time sheet

4 **My Activities**
Enter Time
Approve Time

5 **Approvals - Timesheet**
Employee Name: Finance Systems Assistant, W20003.02

6 **Preview**
Total units: 0.00
Weekly Summary
Week 1: 14.00
Week 2: 14.00
Week 3: 21.00
Comment (Optional):
Add Comment

7 **07/15/2021 - 07/23/2021 35.00 Hours**
Calendar view showing time sheet entries for Sunday (11), Monday (12), Tuesday (13), Wednesday (14), Thursday (15), Friday (16), and Saturday (17).
Earn Code: Regular Pay

1 Visit [MyOntarioTech](#) Select “Employees”

2 Click on “Current Employee”

3 Click on “Time Sheet” under “Finance and payroll”

4 On the Employee Dashboard, click on “Approve Time”

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



How to Act as a Proxy

1



Employees

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

2

Current employees

3

Finance and payroll

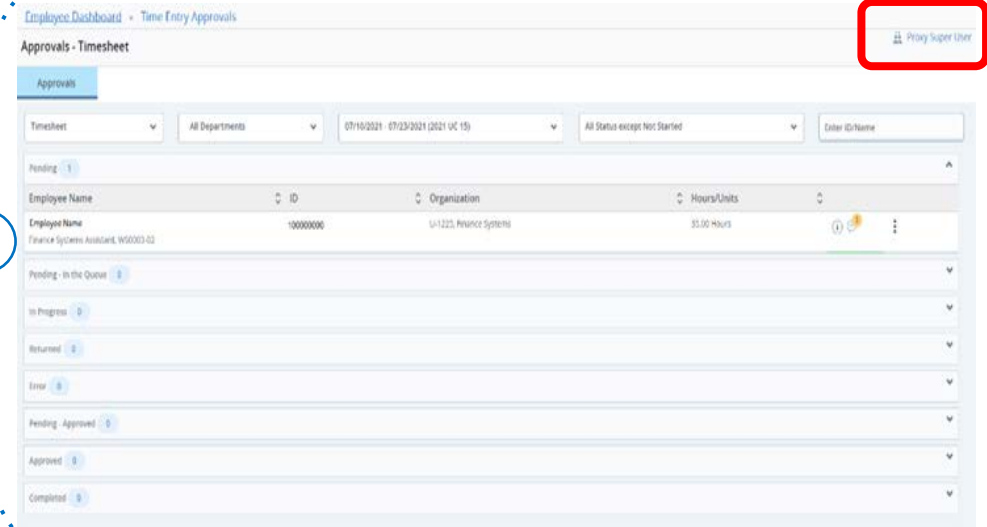
Time sheet

4

My Activities

Approve Time

5



Employee Dashboard - Time Entry Approvals

Approvals - Timesheet

Proxy Super User

Timesheet: All Departments: 07/10/2021 - 07/23/2021 (2021 UC 15): All Status except Not Started: Enter ID/Name

Employee Name	ID	Organization	Hours/Units
Finance Systems Assistant, W60003-02	10000000	LI-1225, Finance Systems	35.00 Hours

Pending - 1

Pending - In the Queue

In Progress

Returned

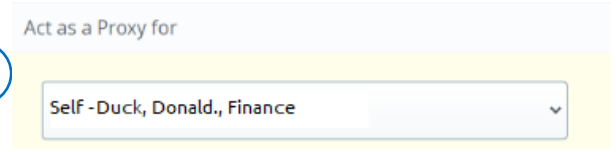
Error

Pending - Approved

Approved

Completed

6



Act as a Proxy for

Self - Duck, Donald., Finance

7

Navigate to Time & Leave Approvals application

1

Visit [MyOntarioTech](#) Select "Employees"

2

Click on "Current Employee"

3

Click on "Time Sheet" under "Finance and payroll"

4

In Employee Dashboard, click on "Approve Time"

5

In the Approval Summary Page, click on Proxy Super User.

6

Under Act as a Proxy For, select the approver you want to be a proxy for in the dropdown list.

Note: if you cannot find the name in the dropdown, please contact the approver you want to act as proxy for

7

Click Navigate to Time & Leave Approvals application

8

The dashboard will now include proxy's timesheet for you to approve. Complete the normal processes of approving the timesheet.

