

How to Approve Time – Hourly Employees

1

Employees

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

2

Current Employee

3

Self Service

- › Electronic Personnel Action Form (EPAF)
- › Time Sheet

4

My Activities

Enter Time

Approve Time



5

Approvals - Timesheet

Employee Name	ID	Organization	Hours/Units
Michael (System Admin) 4000000000	10000000	IT/ISD, Access Systems	85.00 Hours

Approve

6

Preview

Week	Total Hours
Week 1	14.00
Week 2	14.00
Week 3	21.00

Approve

7

Regular Pay Units: 7.00 Hours

Total: 7.00 Hours | Account Distribution

Cancel Save Preview

1

Visit [MyOntarioTech](#) and 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).

How to Act as a Proxy

1

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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, WS0003-02	10000000	101225, Finance Systems	35.00 Hours

5

6

Act as a Proxy for

Self - Duck, Donald, Finance

7

Navigate to Time & Leave Approvals application

1

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

2

Click on "Current Employee"

3

Click on "Time Sheet"

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.