

# Approving Timecards At-a-Glance

6/24/11

**1** \* Username   
\* Password

**2** Applications  
 Supervisor Self Service  
 UNI Employee Self Service  
 UNI Workflow User  
 VP\_Admin\_Finance

**3** View Open Notifications   
**Select Notification(s) and ...**  
 Select All | Select None  
**Select Type** ▾ From / Subject /  
 UNI Time Workflow Process Timecard for Gloria J Wenger (04-JUL-2004 to 10-JUL-2004) requires approval

**4** Timecard for Gloria J Wenger (04-JUL-2004 to 10-JUL-2004) requires approval  
 From: Looby, Brian T  
 To: 19-Jul-2004 11:26:25  
 Sent: 19-Jul-2004 11:27:21  
 Due: 251490  
 Notification ID: 251490  
 Click Here to Review this Timecard

**5**

Row	Hours Type	Sun 04-Jul	Mon 05-Jul	Tues 06-Jul	Wed 07-Jul	Thurs 08-Jul	Fri 09-Jul	Sat 10-Jul
1	Holiday	0.0	8.0	0.0	0.0	0.0	0.0	0.0
2	Regular	0.0	0.0	8.0	8.0	8.0	0.0	0.0
3	Vacation	0.0	0.0	0.0	0.0	8.0	8.0	0.0

**6** Approve Reject Delegate Request Information

**7** Select Type From Subject Sent  
 There are no notifications in this view.

<b>1</b> Login with Username and Password	<b>5</b> Review Timecard report for accuracy; Click the browser green back arrow to return to the Approval screen
<b>2</b> Click "UNI Workflow User" to display Notifications	<b>6</b> Click an action button at the top or bottom of the screen (Approve, Reject, or Delegate) <u>Approve</u> - timecard will route to Payroll for payment <u>Reject</u> - timecard will return to employee <u>Delegate</u> - timecard will route to person designated to approve
<b>3</b> Click the underlined "Subject" to display one Notification Or click "Select All" and then "Open" to display all Or check specific Notifications and then "Open"	
<b>4</b> To review time entries click text "Click Here to Review the Timecard"	<b>7</b> After clicking an action button for each approval notification, you will be taken to the main Workflow screen