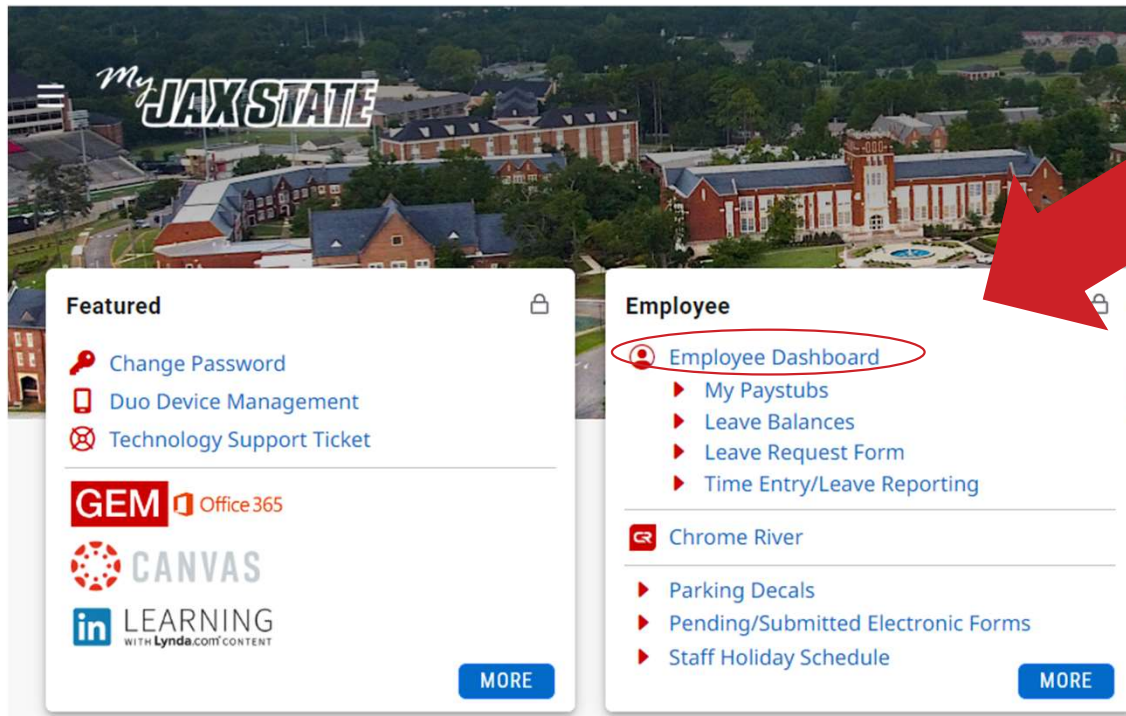


How to approve timesheets



the FRIENDLIEST CAMPUS *in the* SOUTH

- Login to MyJaxState
- Find the Employee card
- Click “Employee Dashboard”



- On your Employee Dashboard, click “Approve Time”

The screenshot displays the JSU Employee Dashboard for Caroline M. Hood. At the top, the JSU logo is on the left, and a settings gear, user icon, and name 'Hood, Caroline M.' are on the right. Below the header, the page title 'Employee Dashboard' is shown. The main content area includes a profile picture placeholder, name 'Hood, Caroline M.', and a 'My Profile' button. To the right, 'Leave Balances as of 07/18/2023' are shown for Annual, Sick, and Tornado leave. Below this is a 'Pay Information' section with links for 'Latest Pay Stub: 07/03/2023', 'All Pay Stubs', and 'Deductions History'. A large red arrow points from the 'All Pay Stubs' link towards the 'Approve Time' option in the 'My Activities' menu on the right. The 'My Activities' menu includes 'Enter Time', 'Approve Time' (circled in red), 'Pay Stub Administrator', 'Benefits Administrator', and 'Request Leave'. At the bottom right, the JSU logo and 'JACKSONVILLE STATE UNIVERSITY' are displayed.

- Select the pay period you need to approve (either Monthly or Biweekly)

JSU Employee Dashboard • Time Entry Approvals

Approvals - Timesheet

Approvals Timesheet

Timesheet

Select Pay Period

All Departments All Status except Not Started Enter ID/Name

07/17/2023 - 07/30/2023 (2023 BW 16)

07/03/2023 - 07/16/2023 (2023 BW 15)

07/01/2023 - 07/31/2023 (2023 MN 8)

06/19/2023 - 07/02/2023 (2023 BW 14)

06/05/2023 - 06/18/2023 (2023 BW 13)

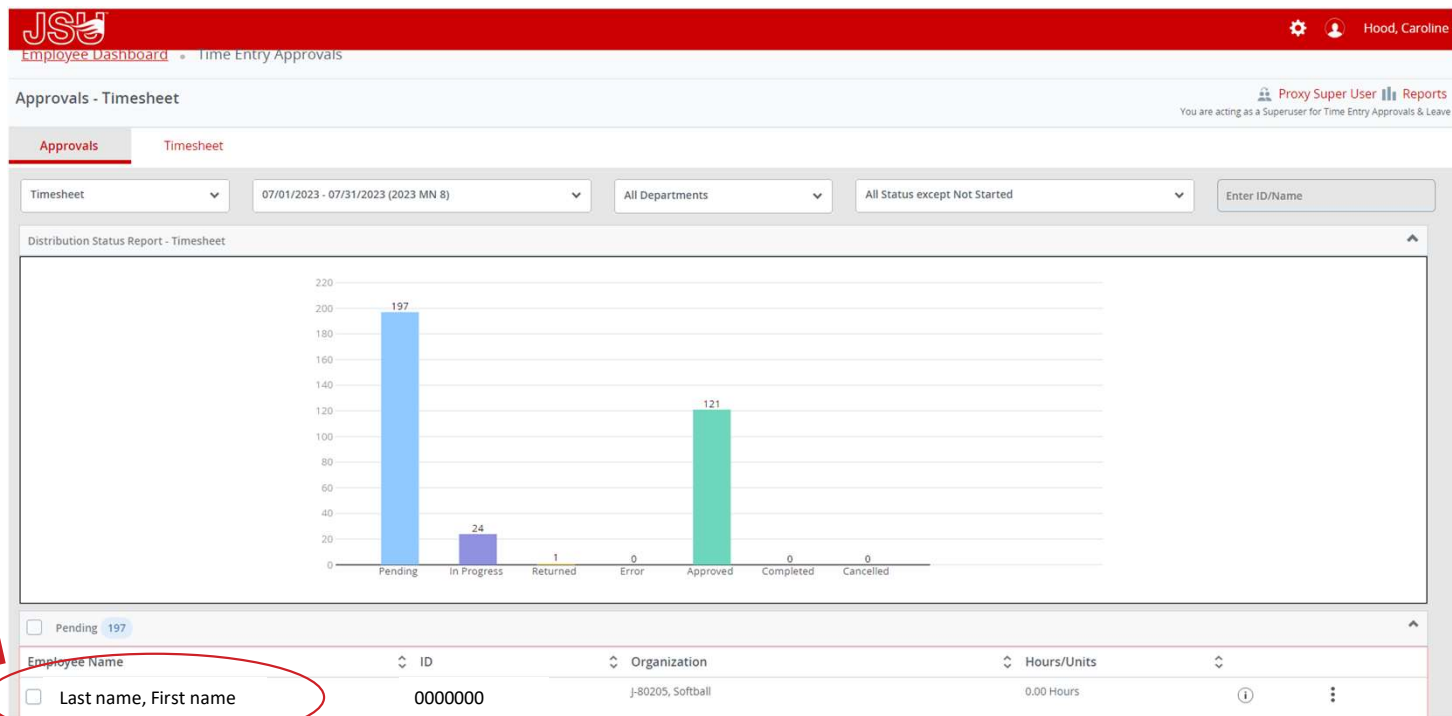
Please select a Pay Period to Continue

Proxy Super User

You are acting as a Superuser for Time Entry Approvals & Leave

Hood, Caroline M. 1

- A list of employees with timesheets needing your approval will appear.
 - You need to click on each employee's timesheet to approve.
- Click on the first timesheet you are going to approve



- Review the timesheet for accuracy.
- Click “Approve” if the timesheet is correct
- Click “Return for correction” if a change needs to be made.
 - Please let your employee know if you returned their timesheet.

Employee Dashboard • [Time Entry Approvals](#) • [Asst Cch, Softball, 016062-00, J, 80205, Softball](#) • Preview

Timesheet Detail Summary

000000000, Last name, First name
Asst Cch, Softball, 016062-00, J, 80205, Softball
Pay Period: 07/01/2023 - 07/31/2023 0.00 Hours Pending Submitted On 07/15/2023, 08:57 AM

Time Entry Detail			
Date	Earn Code	Shift	Total
07/15/2023	SIC, SICK LEAVE PAY	1	0.00 Hours

Summary								
Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Total
SIC, SICK LEAVE PAY	1							

Routing and Status	
Name	Action
	Originated On 07/15/2023, 08:55 AM by Last name, First name
	Submitted On 07/15/2023, 08:57 AM by Last name, First name
Your name	Approve by 07/20/2023, 05:00 PM
	Pending Approval

Comment (Optional):
Add Comment

Return Details Return for correction **Approve**



Questions?

Please email Payroll@jsu.edu