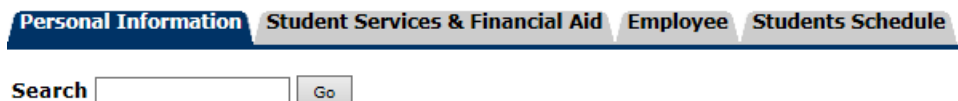


WEB TIMESHEET APPROVER INSTRUCTIONS

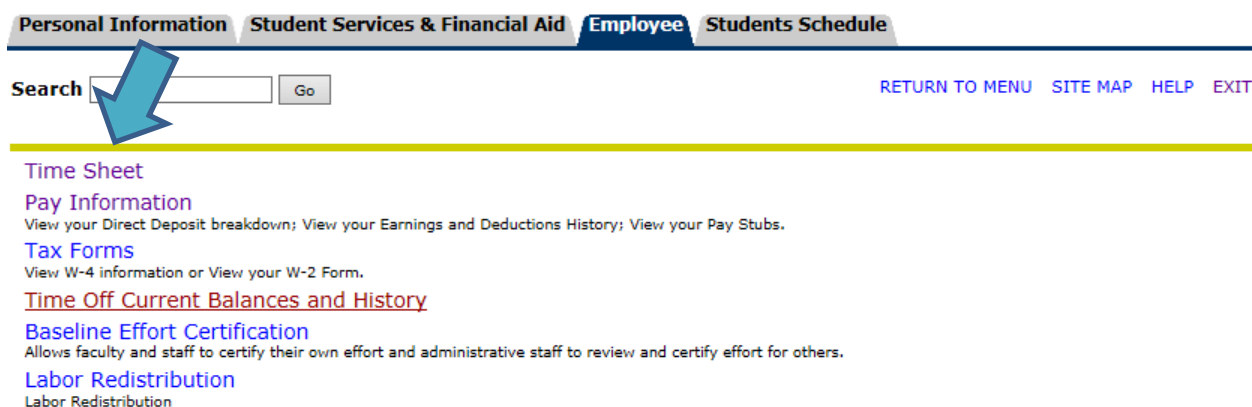
- Login to SeaNet
- Click on “Employee” tab



Personal Information Student Services & Financial Aid **Employee** Students Schedule

Search Go

- Click on “Time Sheet”



Personal Information Student Services & Financial Aid **Employee** Students Schedule

Search Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)


[Time Sheet](#)
[Pay Information](#)
View your Direct Deposit breakdown; View your Earnings and Deductions History; View your Pay Stubs.
[Tax Forms](#)
View W-4 information or View your W-2 Form.
[Time Off Current Balances and History](#)
[Baseline Effort Certification](#)
Allows faculty and staff to certify their own effort and administrative staff to review and certify effort for others.
[Labor Redistribution](#)
Labor Redistribution

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- **IF THE PRIMARY APPROVER WILL BE UNAVAILABLE WHEN TIMESHEETS NEED TO BE APPROVED, the primary approver MUST set up a “Proxy”.**
 - **BEFORE any timesheets can be approved by the “Proxy”, the primary approver will need to click “Proxy Set Up”.**

Time Sheet/Leave Request/Proxy

 Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from the list and click **Select**. To act as a Superuser, click the check box and then click **Select**.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>



[Proxy Set Up](#)

- Choose a proxy name from the drop down list, click “Add” and “Save”.

Proxy Set Up

Name	Add	Remove
April Janell Abreu, AJA8252	<input type="checkbox"/>	<input type="checkbox"/>

[Time Reporting Selection](#)


- Primary approvers should make certain “Approve or Acknowledge Time” is marked. Click “Select”.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/> ←
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

- Choose “Department” and “Pay Period” to review. Choose “Sort Order” for the review. Click “Select”.

Selection

 Click the button under COA/Organization to select an organization and choose the Pay ID/Pay Period. Determine the Sort Order, and then click **Select**.

Time Sheet

Department and Description	My Choice	Pay Period
W, 30120, University College	<input type="radio"/>	3R, Apr 01, 2014 to Apr 30, 2014
W, 55210, TACS/Binaries	<input checked="" type="radio"/>	3R, Apr 01, 2014 to Apr 30, 2014

Sort Order

	My Choice
Sort employees' records by Status then by Name:	<input checked="" type="radio"/>
Sort employees' records by Name:	<input type="radio"/>

- **Log out of SeaNet.**