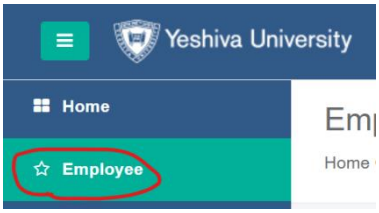
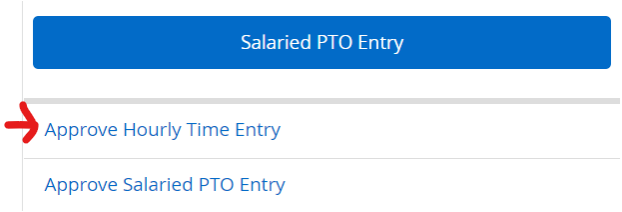
Review and Approve a Timesheet

Step 1: Log into **InsideTrack**

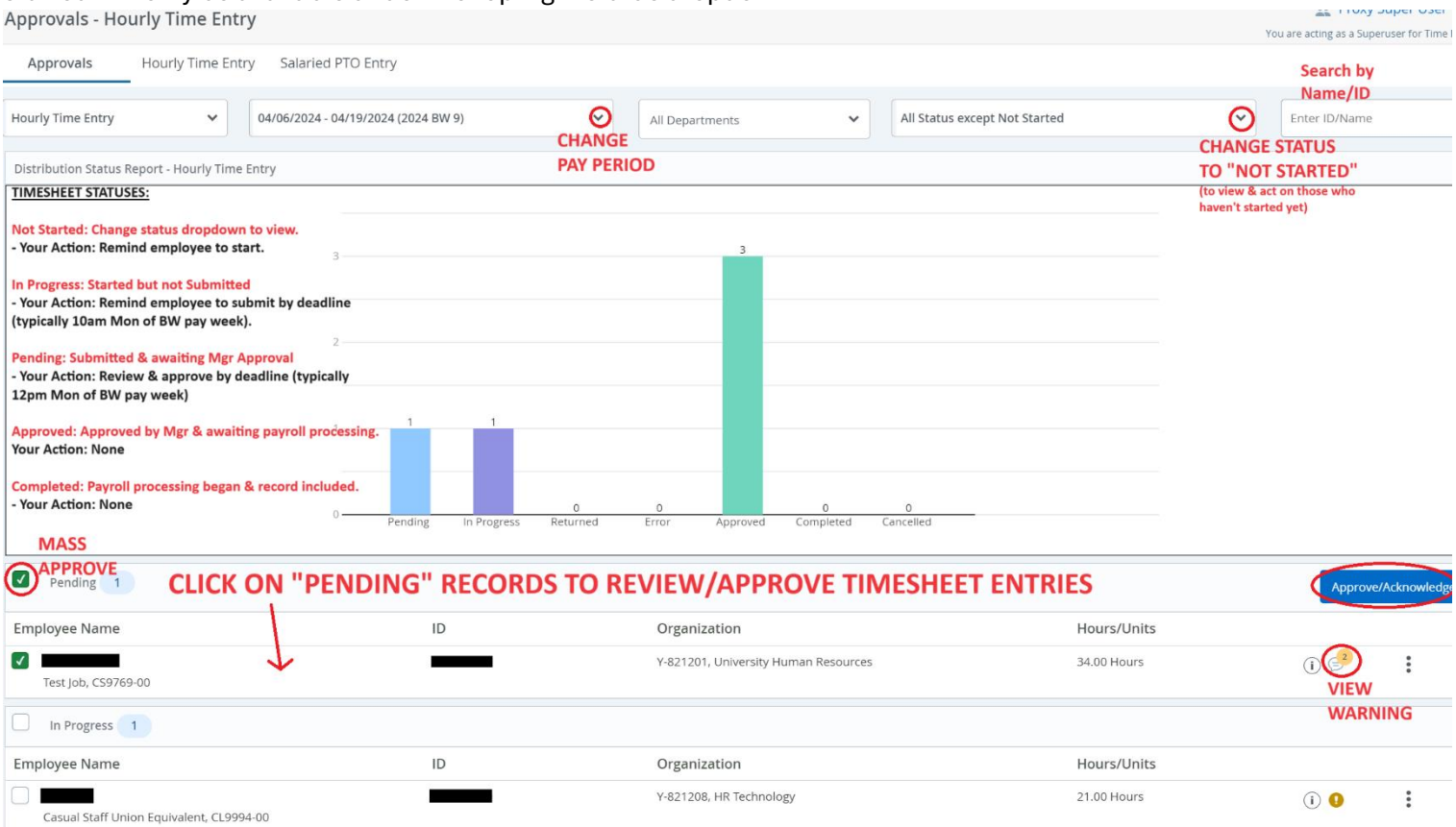
Step 2: Select the Employee tab and click on Employee Dashboard.



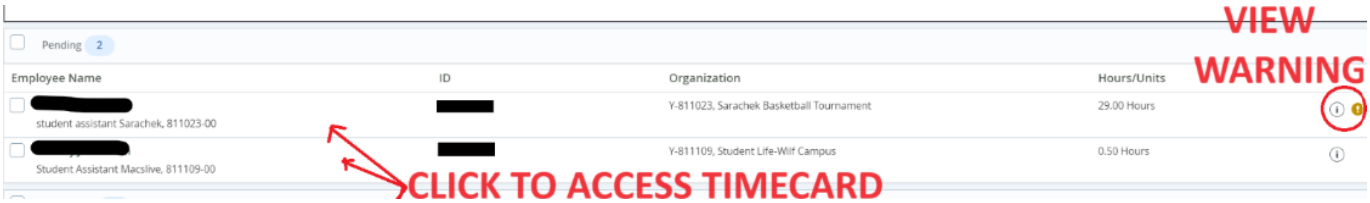
Step 3: Click on Employee Self-Service and then go to the **My Activities** section on the right and click on **Approve Hourly Time Entry**

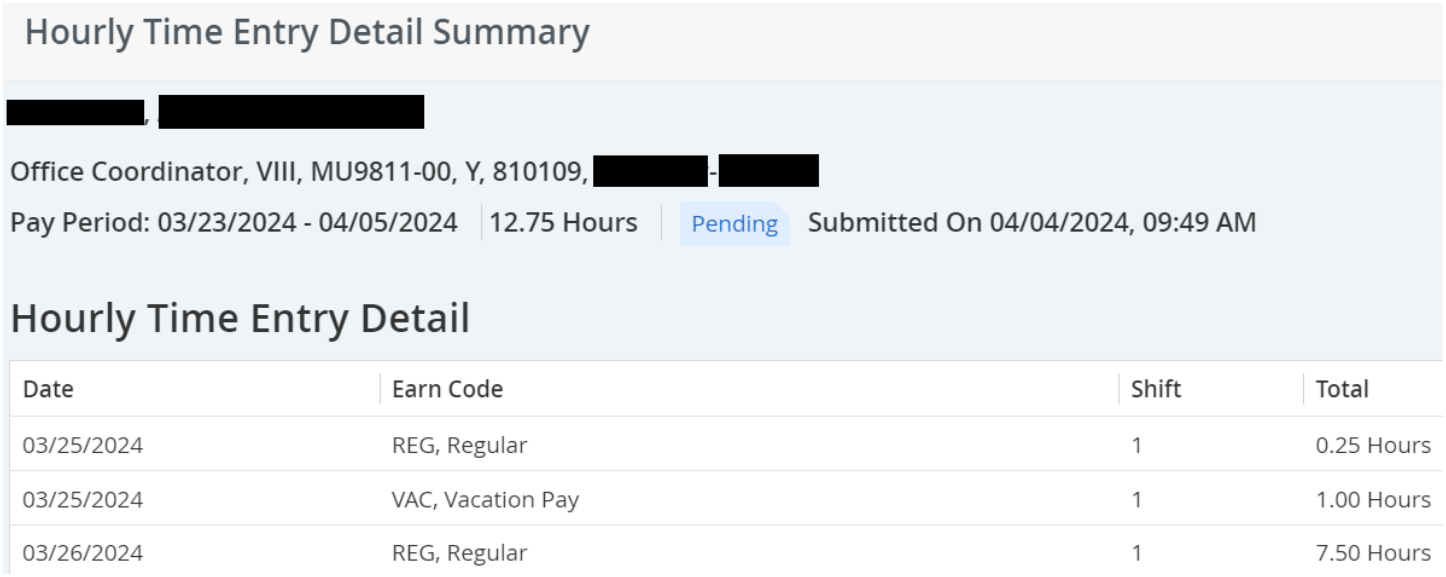


Step 4: Click into a "Pending" timecard to place your approval. Follow up with timecards that are either "In Progress" or "Not Started" by the employee (change the status to view them). Note that timecards that were not started will only be available under the top-right status dropdown.



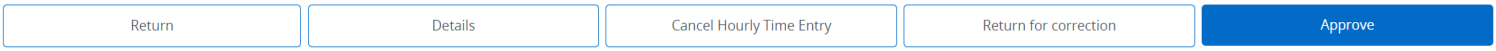
Step 5: Click into a “Pending” Timesheet and then carefully review their submitted hours.





Step 6: Once you have carefully reviewed, select one of the options from the bottom of the page:

- **Details:** To modify their entries and/or view their Leave Balances (further explained on next page). Explain any changes in the Comments section.
- **Cancel Timesheet:** To stop it from getting paid entirely (status will change to “cancelled”)
- **Return for Correction:** Avoid using this feature. Click on “Details” to modify their timecard for them on their behalf. You may also have the employee “Recall” their timesheet from their end.
- ***APPROVE: To allow timesheet to pay out** (status will change to “approved”).

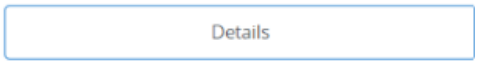


If you prematurely **Approve** then you can “Recall” the timesheet as long as it's still in “Approved” (and not Completed) status.

The time sheet will NOT get processed or paid unless it is approved.

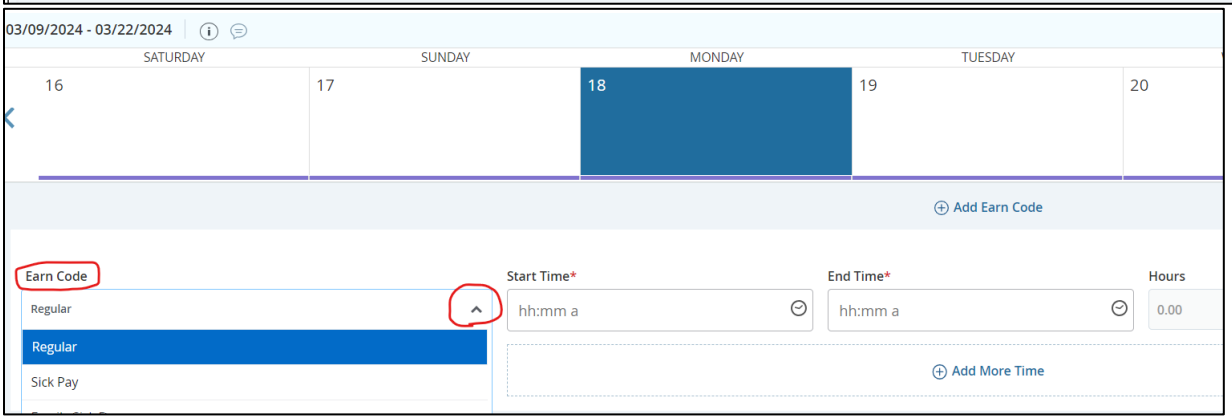
Modifying Entries (Optional):

Click on **Details** to modify their entries and/or view their Leave Balances.



The detailed view showing the daily calendar will appear. Time must be entered on each day worked for the entire 2-week pay period. The day of the week defaults to the start of the pay period, which is every other Saturday.

- Click on the date to begin entering a Start and End Time for hours worked. Scroll to the correct day of the week to begin entering time.
- On the top right of the screen, the status of the timesheet, as well as the submission deadline, will be visible.



To begin entering time, select an **Earn Code** from the drop-down menu.

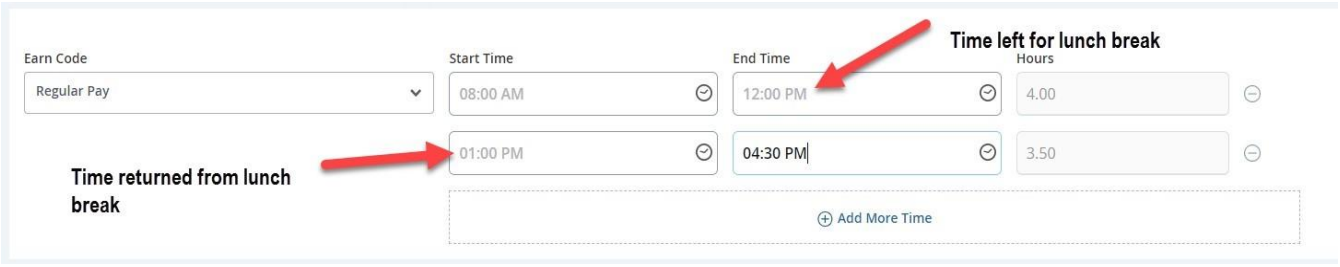
- The **Earn Code** for daily worked time is **Regular**.
- Note that **Floating Holiday** can only be applied to YU-designated days that are listed on the YU Holiday Schedule. Any usage on an unauthorized day will be applied to Vacation time without notice.
- **University Approved Time** may be used only for HR-approved time (e.g., voting hours).
- Holidays are no longer automatically populated on the timesheets. Use the **Holiday** earn code and enter in-and-out time to come up with the proper hours for that day. (No need to enter break time.)
- An "Insufficient Balance" warning message may occur on some earn codes where there are no accruals in place. You may ignore these warnings. However, if the warning refers to either **Vacation** or **Sick** time, reach out to your supervisor for prior approval.

IMPORTANT: Click **Save** after each entry that is added, edited, or deleted.

After an **Earn code** has been selected, use the next set of drop-down boxes to select a **Start Time** and **End Time**.

Since there are no break schedules in place, lunch breaks would have to be recorded. Therefore, place an **End Time** prior to going on a lunch break. When returning from your break, use the **Add More Time** button to report additional Start and End times for the rest of the day.

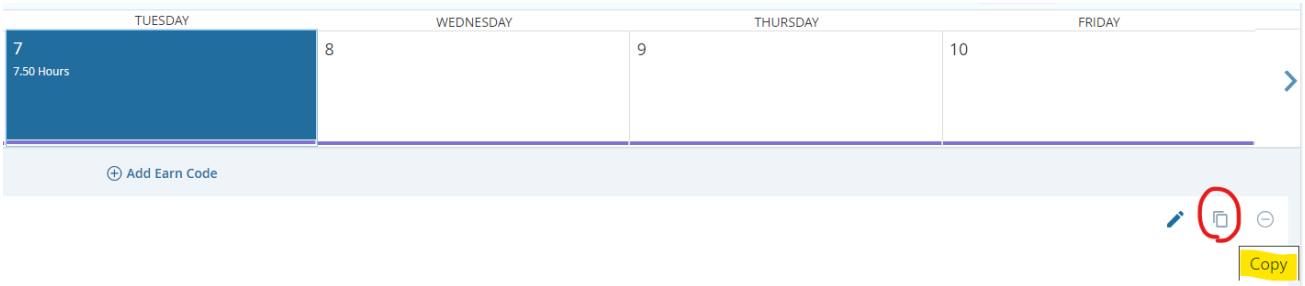
Example: Below is an employee who works from 8 am-4:30 pm (with a one-hour break).

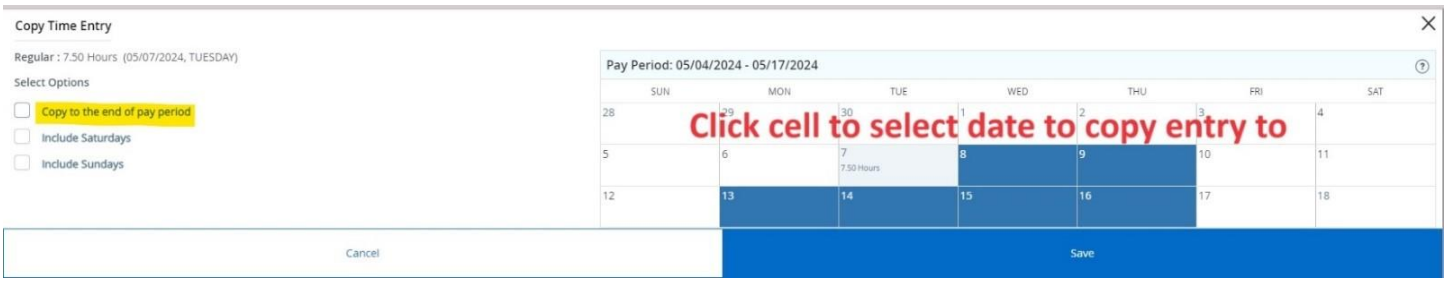


Edit entry

Delete entry

Copy entry onto other days (see below)





COMMON ERRORS:

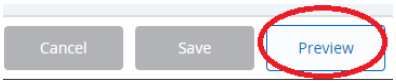
Ensure that you are using AM and PM correctly. If your Hours total shows a negative amount, then fix.

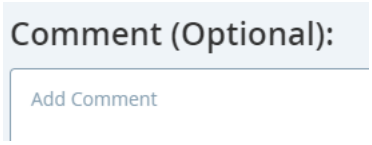
Ensure that entries are not overlapping.

An Error message needs to be resolved **PRIOR** to submitting the timesheet for approval.

Check their Leave Balances on the top-right of your screen to ensure that they have enough time off to use.

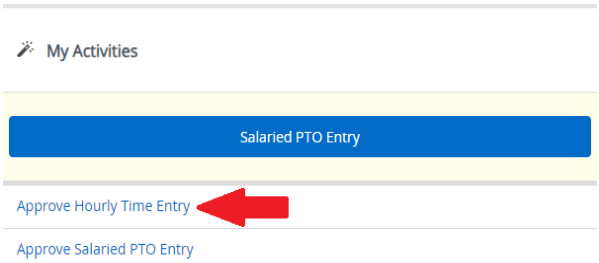
Save changes, click **Preview** (bottom right of screen) and then add a **Comment** explaining your change/s.



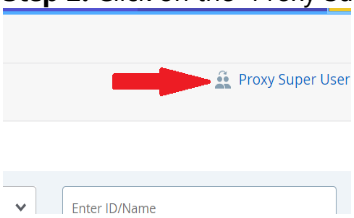


Assign a Proxy as your backup approver in the event of your absence.

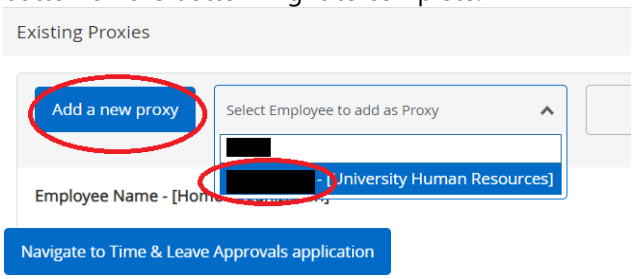
Step 1: Return to the Employee Dashboard and then click on "Approve Hourly Time Entry" (the button may also be named "Approve Time").



Step 2: Click on the "Proxy Super User" button on the top-right of the screen:

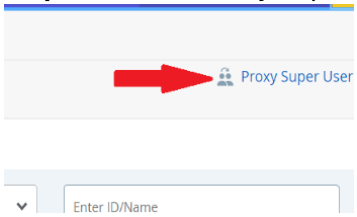


Step 3: Click on "Add a new Proxy" and then select the individual from the new dropdown. Lastly, click the "Navigate" button on the bottom-right to complete.

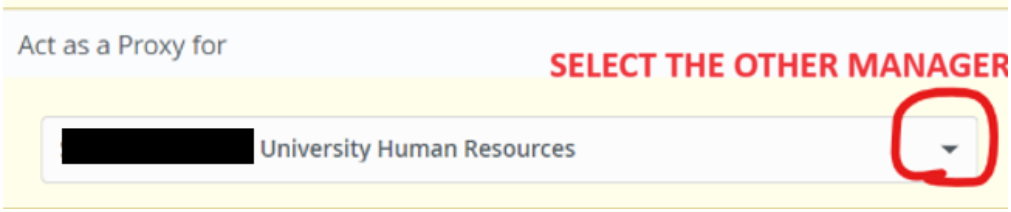


Acting as a Proxy/Backup Approver for another Manager:

Step 1: Select "Proxy Super User" on the top right corner of the screen:



Step 2: Select the person's name in the "Act as a Proxy for" dropdown menu. Lastly, click the "Navigate" button on the bottom-right to complete.



Navigate to Time & Leave Approvals application