WEB TIMESHEET APPROVER INSTRUCTIONS

• Login to SeaNet

• Click on “Employee” tab

• Click on “Time Sheet”

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”.

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

Proxy Set Up

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

Selection Criteria

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

Time Sheet

Sort Order

- Sort employees’ records by Status then by Name:  
- Sort employees’ records by Name:
• Each employee’s hours worked MUST be reviewed PRIOR TO approval. Click on employee name to review hours worked.

Summary

Click under Approve/Acknowledgment or Return for Correction, and then click Save. For more detailed information, click the employee’s name.

COA: W, UNCW Chart of Accounts
Department: SS210, TACS/Binaries
Pay Period: Apr 01, 2014 to Apr 30, 2014
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until May 31, 2014, 05:00 PM

<table>
<thead>
<tr>
<th>ID</th>
<th>Name, Position, and Title</th>
<th>Required Action</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Queue Status</th>
<th>Approve or FY1</th>
<th>Return for Correction</th>
<th>Cancel</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>85028297</td>
<td>William Bryant Blevins</td>
<td>Approve</td>
<td>24.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U00296-01</td>
<td>UNDERGRAD HOURLY WORK ASSIST</td>
<td></td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

• If corrections need to be made you have the choice to “Change Record” yourself or “Return for Correction” to the employee. If corrections are made by the approver, the approver must then click “Approve”. Once “Return for Correction” is clicked, the timesheet is immediately returned to the employee for correction. You will need to send an email notification to the employee indicating the changes needed and the deadline to resubmit the timesheet for approval. Once the timesheet has been corrected and resubmitted for approval, the approver must log back in and approve the corrected hours.

• If NO CORRECTIONS need to be made, click “Approve”. The approved hours worked are posted into payroll for payment on the third working day of each month and paid on the employee’s next pay date.

Employee Detailed Information

To select the next or previous employee (if applicable), click either Next or Previous.

Employee ID and Name: 85028297 | William Bryant Blevins
Title: U00296-01 UNDERGRAD HOURLY WORK ASSIST
Department and Description: W SS210 TACS/Binaries
Transaction Status: Pending

Time Sheet

| Earnings/Shift | Special Rate | Total Hours | Total Units | Tuesday, Apr 01, 2014 | Wednesday, Apr 02, 2014 | Thursday, Apr 03, 2014 | Friday, Apr 04, 2014 | Saturday, Apr 05, 2014 | Sunday, Apr 06, 2014 | Monday, Apr 07, 2014 | Tuesday, Apr 08, 2014 | Wednesday, Apr 09, 2014 | Thursday, Apr 10, 2014 | Friday, Apr 11, 2014 | Saturday, Apr 12, 2014 | Sunday, Apr 13, 2014 | Monday, Apr 14, 2014 |
|----------------|--------------|-------------|-------------|-----------------------|------------------------|----------------------|-----------------------|-----------------------|----------------------|-----------------------|-----------------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Student Work Assist | 1 | 24 |            |           |           |           |           |           |           |           |           |           |           |           |           |           |           |
| Total Hours: | | | | | | | | | | | | | | | | | | |
| Total Units: | | | | | | | | | | | | | | | | | | |

• Log out of SeaNet.