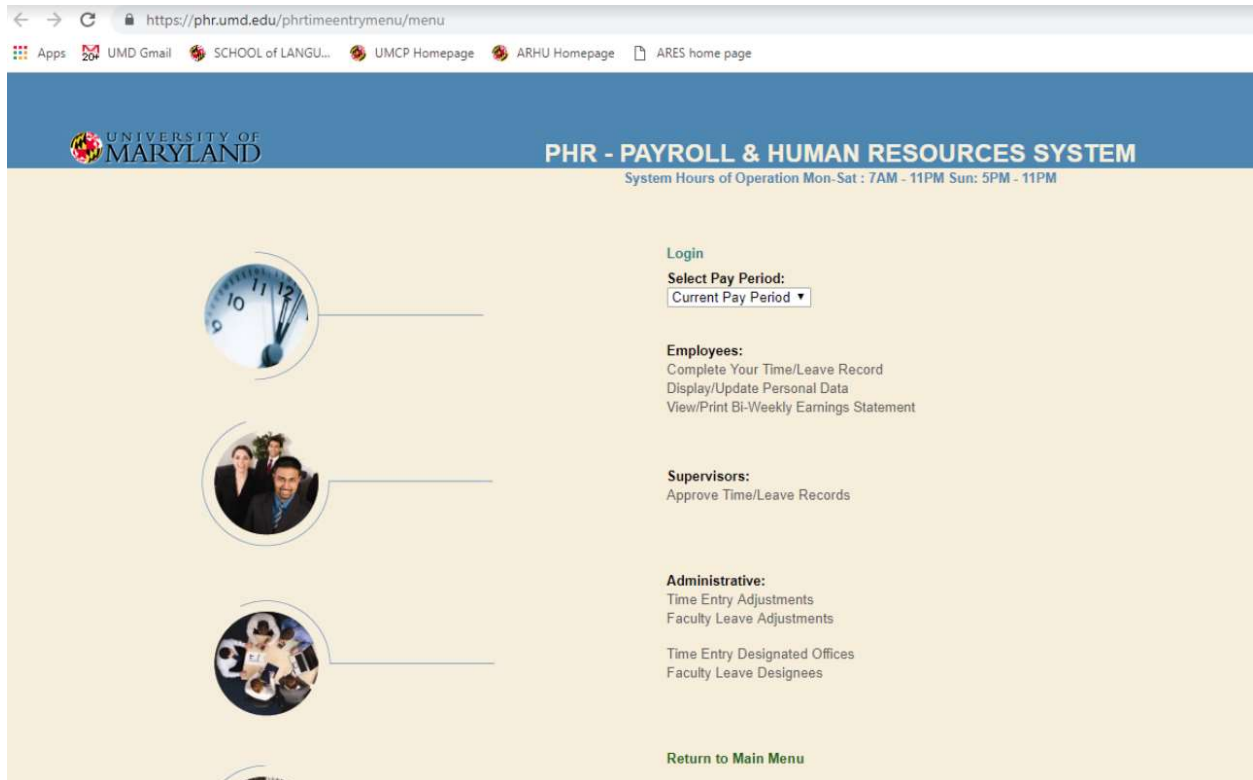


Supervisor Time Record Approvals

To access your previous time records, go to www.timesheets.umd.edu. You will see the following page:



From the drop down menu,



select a previous pay period noted at the beginning of this e-mail and click on

"Supervisors: Approve Time/Leave Records" link



Select the appropriate work group if you supervise more than one.

ARHU-School of Languages, Literatures, and Cultures	Faculty- Persian Flagship
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If the "Approved" box is unchecked,

UNIVERSITY OF MARYLAND
Faculty Leave Reporting
Supervisor Pay Period Summary/Approval

NOTE: This Pay Period is closed. Approvals cannot be removed after this date.

Pay Period: 2018:18

Approved	Employee Approval
<input type="checkbox"/>	Yes

click on the employee name and go into the time sheet.

At the bottom of the time record hit the "Approve" button.

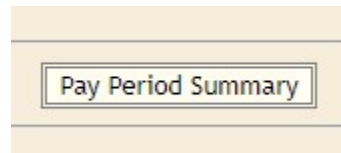
Notes:

Save Leave Entered/Notes

Faculty Sign Off Date: 02/15/2019 02:30 PM

Approve

You can use a short cut to find all unapproved time sheets for a single employee by clicking the "Pay Period Summary" button at the bottom of the timesheet.



Look for the time sheets that have a "No" in the approved column.

Pay Period (Click on Date to View Leave Record)	Approved
201918 (02/17/19 - 03/02/19)	No
201917 (02/03/19 - 02/16/19)	Yes
201916 (01/20/19 - 02/02/19)	Yes
201915 (01/06/19 - 01/19/19)	Yes
201914 (12/23/18 - 01/05/19)	Yes
201913 (12/09/18 - 12/22/18)	No
201912 (11/25/18 - 12/08/18)	No
201911 (11/11/18 - 11/24/18)	No
201910 (10/28/18 - 11/10/18)	No
201909 (10/14/18 - 10/27/18)	No
201908 (09/30/18 - 10/13/18)	No
201907 (09/16/18 - 09/29/18)	No
201906 (09/02/18 - 09/15/18)	No
201905 (08/19/18 - 09/01/18)	No
201904 (08/05/18 - 08/18/18)	No
201903 (07/22/18 - 08/04/18)	No
201826 (06/10/18 - 06/23/18)	No
201825 (05/27/18 - 06/09/18)	No

Click on the pay period to go to the timesheet and approve.