NOVA SOUTHEASTERN UNIVERSITY | NSU Florida

Mobile App for Managers

This job aid steps you through the process of approving timesheets, approving time off requests, requesting time off for an employee, and viewing employees' time off history and balances.

Approving Submitted Timesheets

1 Press the ☰ **Menu Icon** and then select **Team** tab.

2 Navigate to **Time > Timesheets > Pending Approval**.

3 Click the **Arrow** to review the data and options available for each submitted timesheet.

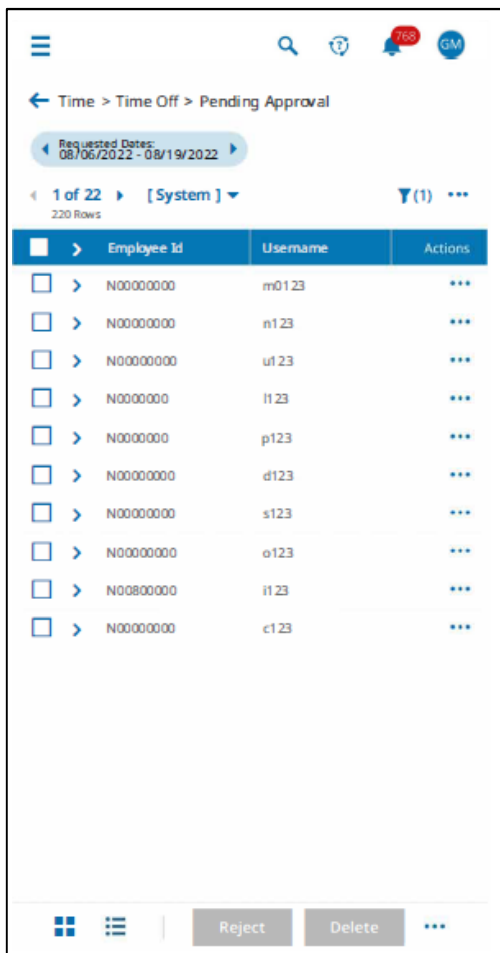- **Raw Hours:** Displays the timesheet's total raw hours.
- **Timesheet Start & End**: Displays the pay period begin and end date of the timesheet.
- **More Options**: Displays an additional options for employee's timesheet. [...]
- **View:** Displays employee's timesheet. [View]

4 To approve a timesheet, select **Approve,** [Approve] or to reject a timesheet select Reject [Reject]

5 If Approved is selected, select Approve [Approve] in the confirmation pop-up window. Or if reject is selected, select **Reject** [Reject] in the confirmation pop-up window.
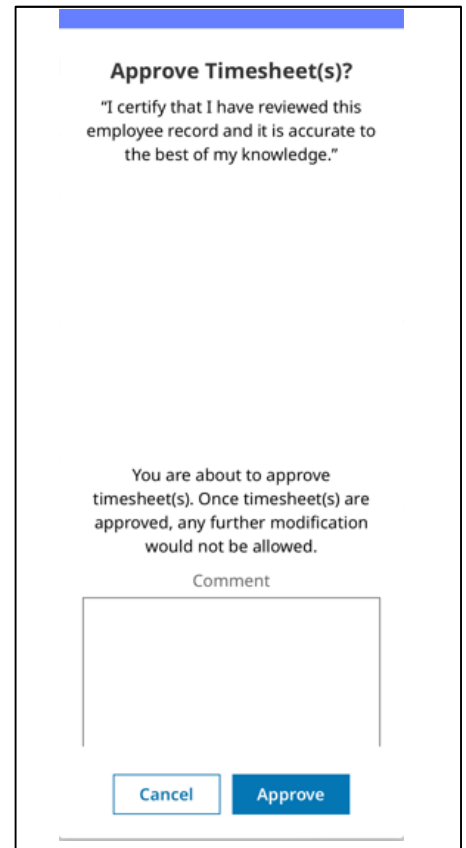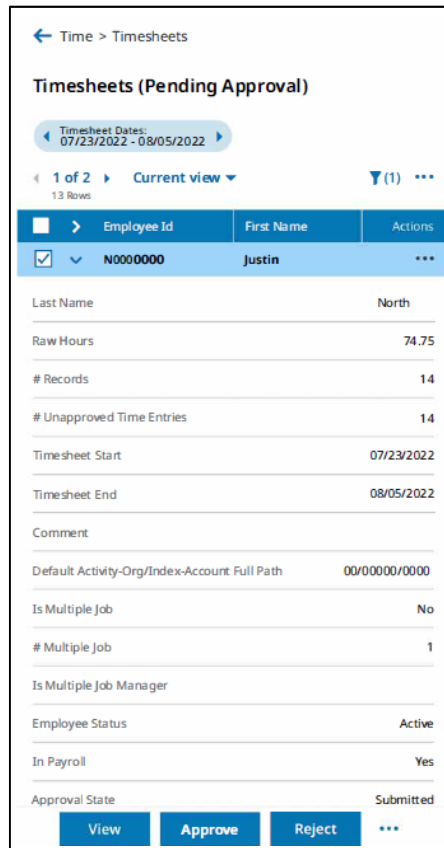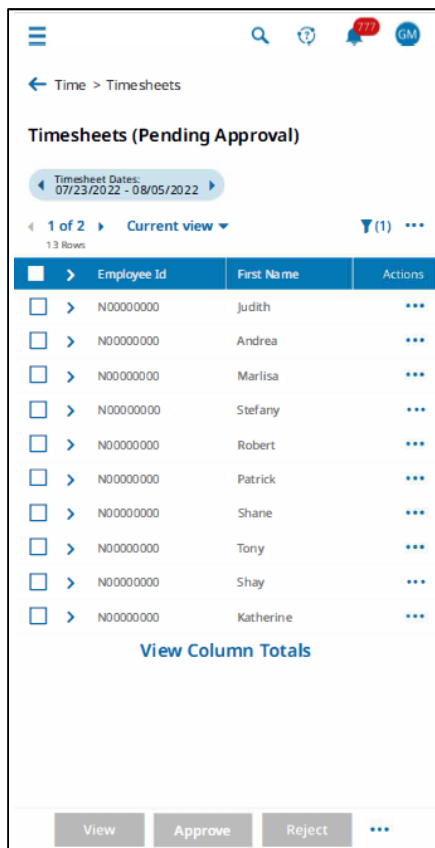
Approving Time Off Requests

1 Select ☰ **Menu Icon**, and then select **Team** tab.

2 Navigate to **Time > Time Off > Pending Approval**.

3 Click the **Arrow** to review the data and options available for each submitted time off.

- **Date Requested**: Displays the time off date as well as the number of employees also off that day
- **Time:** Amounts of hours requested
- **Date/Time Submitted**: Displays the time off request submission date.
- **More Options:** Displays an additional options for employee, such as Time Off Count (PTO Balances).

4 To approve a time off request, select the ellipsis ⋯ then select **Approve** [Approve] or to reject a time off request select **Reject**. [Reject]

5 After **Approve** is selected, click **Approve** [Approve] in the pop-up window.
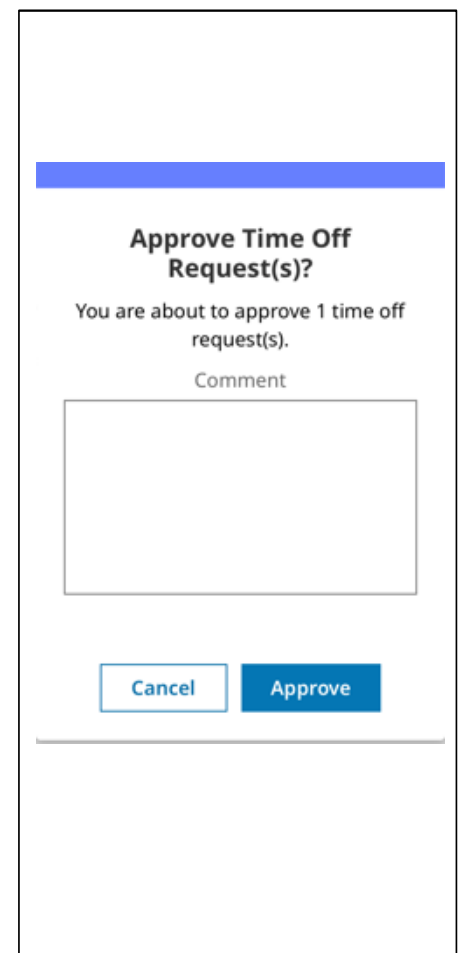
Requesting Time Off for an Employee

1   Select ☰ **Menu Icon**, and select **Team**.
2   Navigate to **Time > Time Off > Request**.
3   From the **Choose Employee** drop-down menu, choose an **Employee**.
4   From the **Time Off Type** drop-down menu and choose the type.
5   Select **Start Request**.
6   From the **Request Type** drop-down select on of the options below:

- **Full Day**
- **Partial Day**
- **Multiple Days**

6   Choose the **Date** and the **Times** for the Request.
7   If necessary, type in a **Comment**.
8   Press **Submit Request**.

Employee's Time Off History

1 Select the ☰ **Menu Icon**, and select **Team**.

2 Navigate to **Time > Time Off > History**.

3 Select the **Employee**.
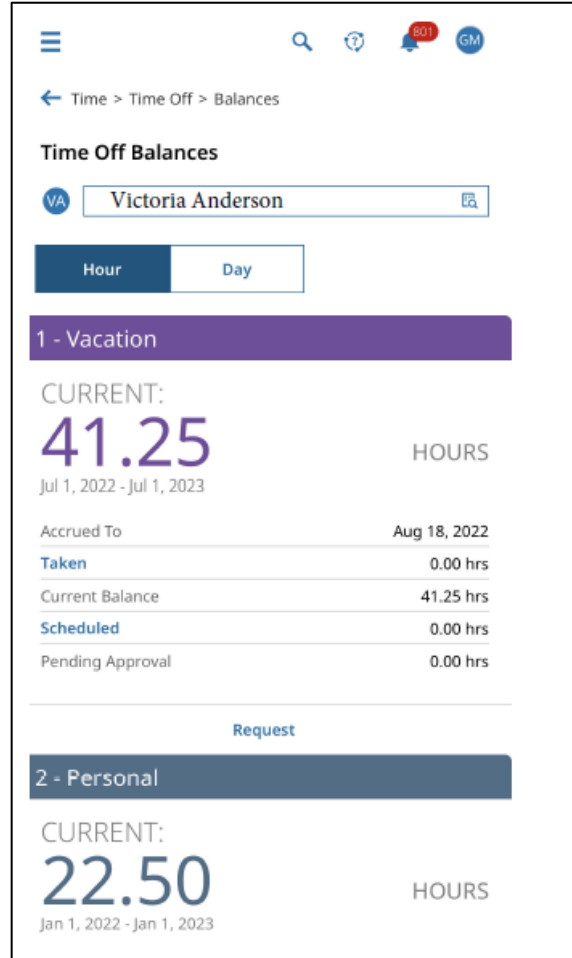
Employee's Time Off Balances

1 Press the ☰ **Menu Icon**, and select **Team**.

2 Navigate to **Time > Time Off > Balances**.

3 Select the **Employee**.