

# How to...

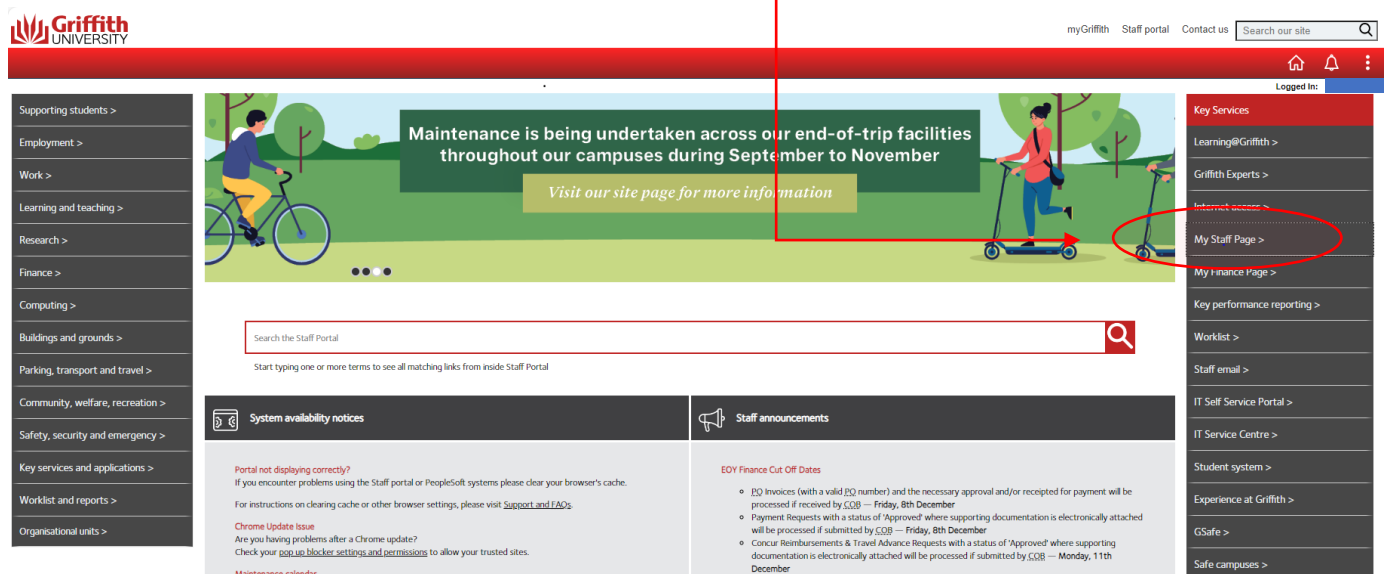
## Review and Approve/Deny a Sessional Timesheet Amendment

### Introduction

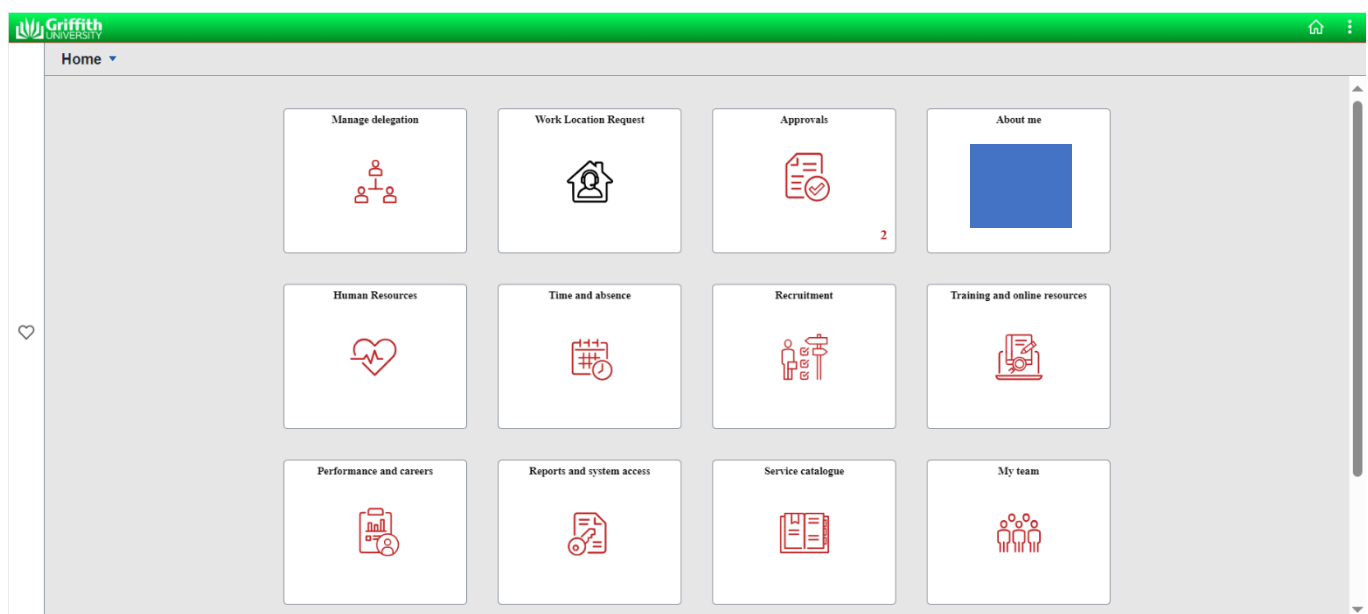
This guide will show you how to review and approve or deny a sessional timesheet amendment if you are a final approver. You will receive an email notification when there is a sessional timetable amendment pending your review and approval.

### Step 1: Navigate to the Staff Portal

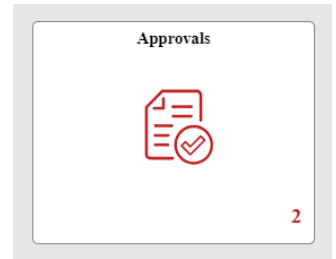
1 Click on the **My Staff Page** link.



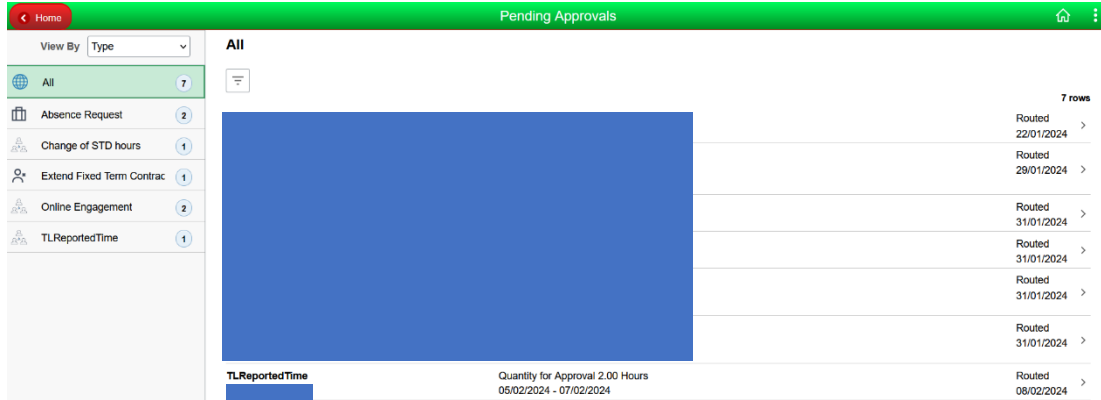
2 The **PeopleSoft** tiles will appear.



3 Click on the **Approvals** tile. 



4 You will see all your pending approvals.



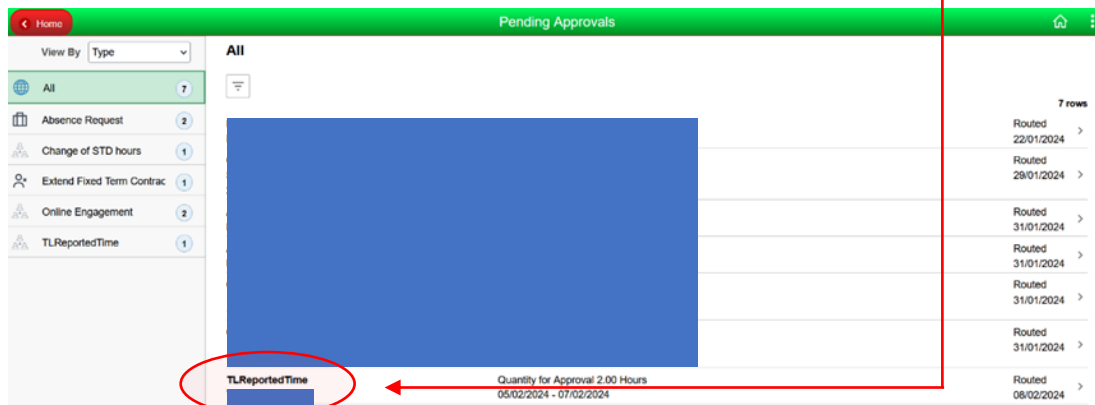
View By	Type	All
All	7	
Absence Request	2	
Change of STD hours	1	
Extend Fixed Term Contrac	1	
Online Engagement	2	
TLReportedTime	1	

7 rows	
Routed	22/01/2024
Routed	29/01/2024
Routed	31/01/2024
Routed	31/01/2024
Routed	31/01/2024
Routed	31/01/2024
Routed	08/02/2024

**TLReportedTime** Quantity for Approval 2.00 Hours  
05/02/2024 - 07/02/2024

## Step 2: Review the Timesheet Amendment

1 Click on the applicable **TLReportedTime** item.



View By	Type	All
All	7	
Absence Request	2	
Change of STD hours	1	
Extend Fixed Term Contrac	1	
Online Engagement	2	
TLReportedTime	1	

7 rows	
Routed	22/01/2024
Routed	29/01/2024
Routed	31/01/2024
Routed	31/01/2024
Routed	31/01/2024
Routed	31/01/2024
Routed	08/02/2024

**TLReportedTime** Quantity for Approval 2.00 Hours  
05/02/2024 - 07/02/2024

- 2 A Timesheet Summary will appear. Click on the applicable **Last Name** to review the timesheet.

My Approvals | Reported Time

Approve Reported Time

### Timesheet Summary

Employee Selection

Change View

View By: Week  
Date: 07/02/2024  
Include Absence:   
Show Schedule Information:   
Previous Week | Next Week

Employees For [Employee Name] Time Needing Approval From 05/02/2024 - 11/02/2024

Select	Last Name	First Name	Employee ID	Empl Record	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Absence to be Approved	Hours Approved or Submitted	Denied Hours
<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	1	0.00	0.00	0.00			0.00	0.00

Report Time  
Approve Absence

## Step 3: Approve the Timesheet Amendment

- 1 Any amendments will a **Reported Status** of **Needs Approval**.

My Approvals | Timesheet

### Timesheet

Select Another Timesheet

View By: Calendar Period  
Date: 03/02/2024  
Reported Hours: 2.00

From 03/02/2024 to 16/02/2024

Select	Add Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	SpeedType	Class	Course	Campus
<input type="checkbox"/>		Sat	3/2	New									
<input type="checkbox"/>		Sun	4/2	New									
<input type="checkbox"/>		Mon	5/2	New									
<input type="checkbox"/>		Tue	6/2	Approved	09:00:00	10:00:00	1.00	BSLCT - Basic Lecture		HRM1001	00000	1001GIR	NA
<input type="checkbox"/>		Wed	7/2	Needs Approval	09:00:00	10:00:00	1.00	BSLCT - Basic Lecture		HRM1001	00000	1007ICT	GC
<input type="checkbox"/>		Thu	8/2	New									
<input type="checkbox"/>		Fri	9/2	New									

- 3 Enter a **SpeedType** and **Class** if blank.

**IMPORTANT:** Do **not** edit or add any additional data other than SpeedType and Class.

If there is a need to edit or an any additional data other than SpeedType and Class, please proceed to Step 3.3 to add comments, then Step 4 to deny the timesheet. The timesheet will route back to the sessional to make the amendments.

SpeedType	Class
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
2016650	00000

3 To read and/or add **Comments**, click on the **speech bubble** icon.

Timesheet

Select Another Timesheet

\*View By: Calendar Period Previous Period Next Period

\*Date: 03/02/2024 Reported Hours: 2.00

From 03/02/2024 to 16/02/2024

Select	Add Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	SpeedType	Class	Course	Campus
<input type="checkbox"/>		Sat	3/2	New									
<input type="checkbox"/>		Sun	4/2	New									
<input type="checkbox"/>		Mon	5/2	New									
<input type="checkbox"/>		Tue	6/2	Approved	09:00:00	10:00:00	1.00	BSLCT - Basic Lecture		HRM1001	00000	1001GR	NA
<input type="checkbox"/>		Wed	7/2	Needs Approval	09:00:00	10:00:00	1.00	BSLCT - Basic Lecture		HRM1001	00000	1007ICT	GC
<input type="checkbox"/>		Thu	8/2	New									
<input type="checkbox"/>		Fri	9/2	New									

4 Enter your **Comments** in the field and click **OK**.

TR Comments

Comments

Note

Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.

Comments related to time entered for 07/02/2024

	Date	User ID	DateTime Created	Source	Include in Approval Comments	Comment
1	07/02/2024	S2794193	14/02/2024 12:19	Time Reporting		Removed Monday lecture, added Wednesday lecture
2	07/02/2024	S2603053	14/02/2024 13:22	Time Reporting		

Add Comment

OK Cancel Apply

- 5 Select the applicable row and click **Approve**. Only rows which have a **Reported Status** of **Needs Approval** can be selected. To save without approving, click **Submit**.

From 03/02/2024 to 16/02/2024

Select	Add Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	SpeedType	Class	Course	Campus
<input type="checkbox"/>		Sat	3/2	New									
<input type="checkbox"/>		Sun	4/2	New									
<input type="checkbox"/>		Mon	5/2	New									
<input checked="" type="checkbox"/>		Tue	6/2	Approved	09:00:00	10:00:00	1.00	BSLCT - Basic Lecture		HRM1001	00000	1001GR	NA
<input checked="" type="checkbox"/>		Wed	7/2	Needs Approval	09:00:00	10:00:00	1.00	BSLCT - Basic Lecture		HRM1001	00000	1007ICT	GC
<input type="checkbox"/>		Thu	8/2	New									
<input type="checkbox"/>		Fri	9/2	New									
<input type="checkbox"/>		Sat	10/2	New									
<input type="checkbox"/>		Sun	11/2	New									
<input type="checkbox"/>		Mon	12/2	New									
<input type="checkbox"/>		Tue	13/2	New									
<input type="checkbox"/>		Wed	14/2	New									
<input type="checkbox"/>		Thu	15/2	New									
<input type="checkbox"/>		Fri	16/2	New									

Submit Clear

Approval

Select All Disselect All **Approve** Deny

- 6 Click **Yes** to approve the timesheet amendment.

Are you sure you want to approve the time selected? (13504,2500)

Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

**Yes** No

- 7 Click **OK**.

< My Approvals

Timesheet

**Approve Confirmation**

✓ Selected transactions were successfully approved.

**OK**

**8** The **Reported Status** will update to **Approved**.

< My Approvals Timesheet

**Timesheet**

Select Another Timesheet

\*View By: Calendar Period Previous Period Next Period

\*Date:

Reported Hours: 2.00

From 03/02/2024 to 16/02/2024

Add Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	SpeedType	Class	Course	Campus
<input type="checkbox"/>	Sat	3/2	New	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Sun	4/2	New	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Mon	5/2	New	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Tue	6/2	Approved	09:00:00	10:00:00	1.00	BSLCT - Basic Lecture		HRM1001	00000	1001GIR	NA
<input type="checkbox"/>	Wed	7/2	Approved	09:00:00	10:00:00	1.00	BSLCT - Basic Lecture		HRM1001	00000	1007ICT	GC
<input type="checkbox"/>	Thu	8/2	New	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Fri	9/2	New	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Step 4: Deny the Timesheet Amendment

**1** Alternatively, click **Deny** to deny the sessional timesheet amendment.

From 03/02/2024 to 16/02/2024

Select	Add Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	SpeedType	Class	Course	Campus
<input type="checkbox"/>	<input type="checkbox"/>	Sat	3/2	New	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Sun	4/2	New	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Mon	5/2	New	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Tue	6/2	Approved	09:00:00	10:00:00	1.00	BSLCT - Basic Lecture		HRM1001	00000	1001GIR	NA
<input type="checkbox"/>	<input type="checkbox"/>	Wed	7/2	Approved	09:00:00	10:00:00	1.00	BSLCT - Basic Lecture		HRM1001	00000	1007ICT	GC
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Thu	8/2	Needs Approval	09:00:00	10:00:00	1.00	BSLCT - Basic Lecture		HRM1001	00000	1007ICT	GC
<input type="checkbox"/>	<input type="checkbox"/>	Fri	9/2	New	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Sat	10/2	New	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Sun	11/2	New	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Mon	12/2	New	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Tue	13/2	New	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Wed	14/2	New	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Thu	15/2	New	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Fri	16/2	New	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Approval

**2** Enter your **Comments** and click Submit. Comments are mandatory when denying a sessional timesheet amendment.

**Deny**
✕

Cancel
Submit

You are about to deny this request.

**Approver Comments**

**3** The **Reported Status** will update to Denied. The timesheet entry and status will be routed back to the Sessional.

< My Approvals
Timesheet
🏠 New Window

**Timesheet**

James Baker  
Sessional

Costing Details ICT1001000002150 100% Employee ID 2784193  
 (Maximum 4 Displayed) Empl Record 2  
 Earliest Change Date 03/02/2024

Select Another Timesheet

\*View By Calendar Period Previous Period Next Period

\*Date 03/02/2024 📅

Reported Hours 3.00

From 03/02/2024 to 16/02/2024 ⓘ

Select	Add Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	SpeedType	Class	Course	Campus
<input type="checkbox"/>	🗨	Sat	3/2	New									
<input type="checkbox"/>	🗨	Sun	4/2	New									
<input type="checkbox"/>	🗨	Mon	5/2	New									
<input type="checkbox"/>	🗨	Tue	6/2	Approved	09:00:00	10:00:00	1.00	BSLCT - Basic Lecture		HRM1001	00000	1001GIR	NA
<input type="checkbox"/>	🗨	Wed	7/2	Approved	09:00:00	10:00:00	1.00	BSLCT - Basic Lecture		HRM1001	00000	1007ICT	GC
<input type="checkbox"/>	🗨	Thu	8/2	Denied	09:00:00	10:00:00	1.00	BSLCT - Basic Lecture		HRM1001	00000	1007ICT	GC
<input type="checkbox"/>	🗨	Fri	9/2	New									