Queensland, Australia



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







4 You will see all your pending approvals.

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88	Online Engagement	2			Routed > 31/01/2024
	TLReportedTime	1			Routed 31/01/2024
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			TLReportedTime	Quantity for Approval 2.00 Hours 05/02/2024 - 07/02/2024	Routed → 08/02/2024

Step 2: Review the Timesheet Amendment



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



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

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Step 3: Approve the Timesheet Amendment

Any amendments will a Reported Status of Needs Approval.

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5 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.

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

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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**.

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6 Click Yes to approve the timesheet amendment.

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





My Approvals

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Step 4: Deny the Timesheet Amendment

Alternatively, click Deny to deny the sessional timesheet amendment.

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Cancel	Submit
You are about to deny this request. Approver Comments	

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

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