# How to…

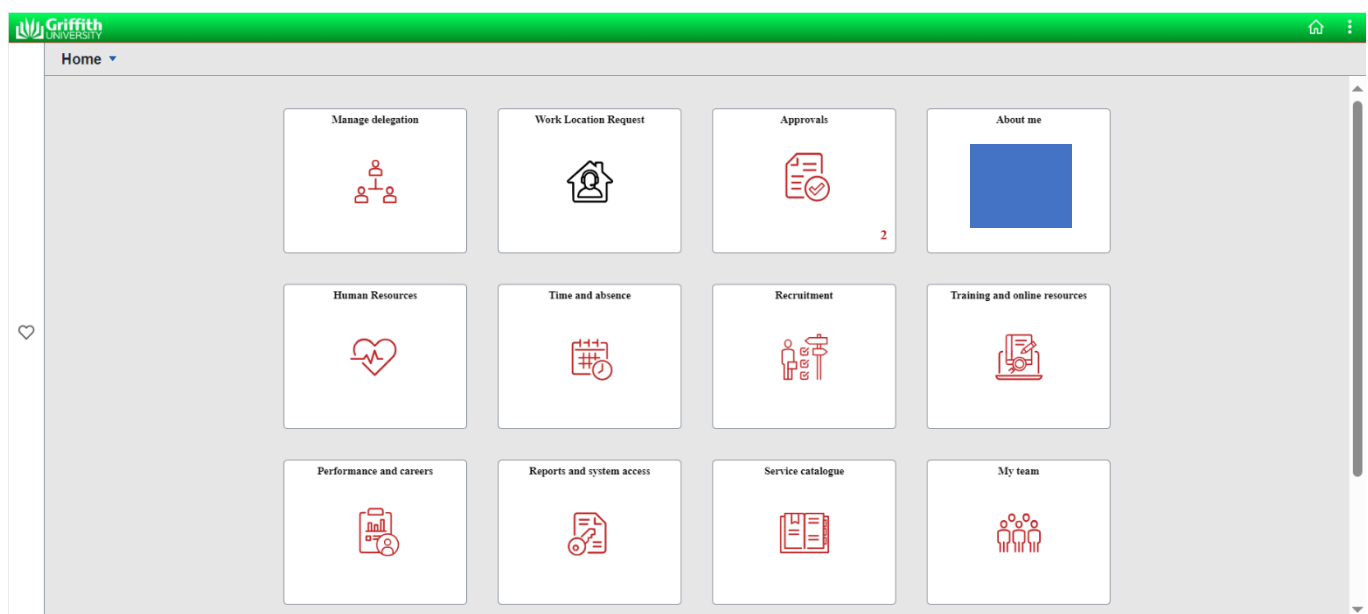*Review and Approve/Deny a Sessional Timesheet Amendment*

## 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.
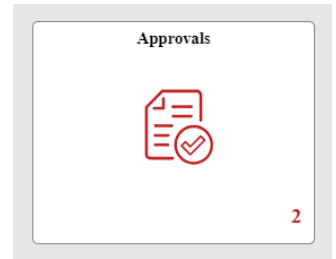
## Step 1: Navigate to the Staff Portal
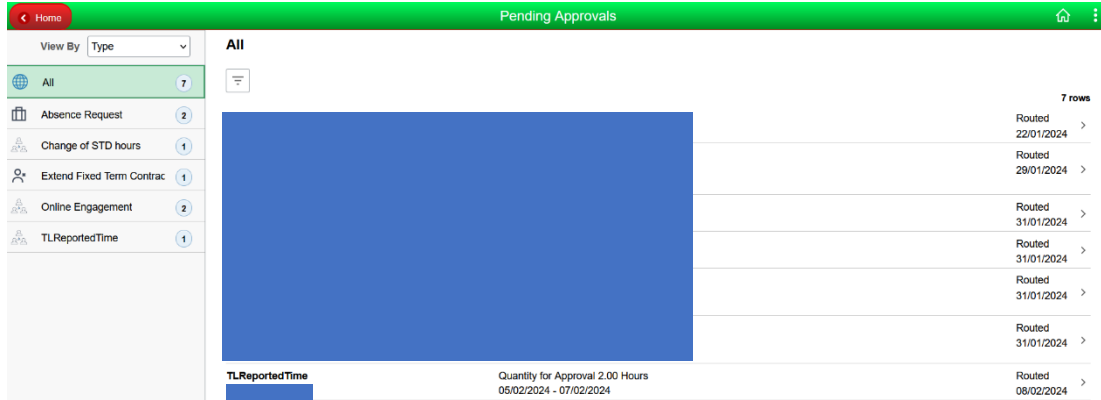
**1** Click on the **My Staff Page** link.
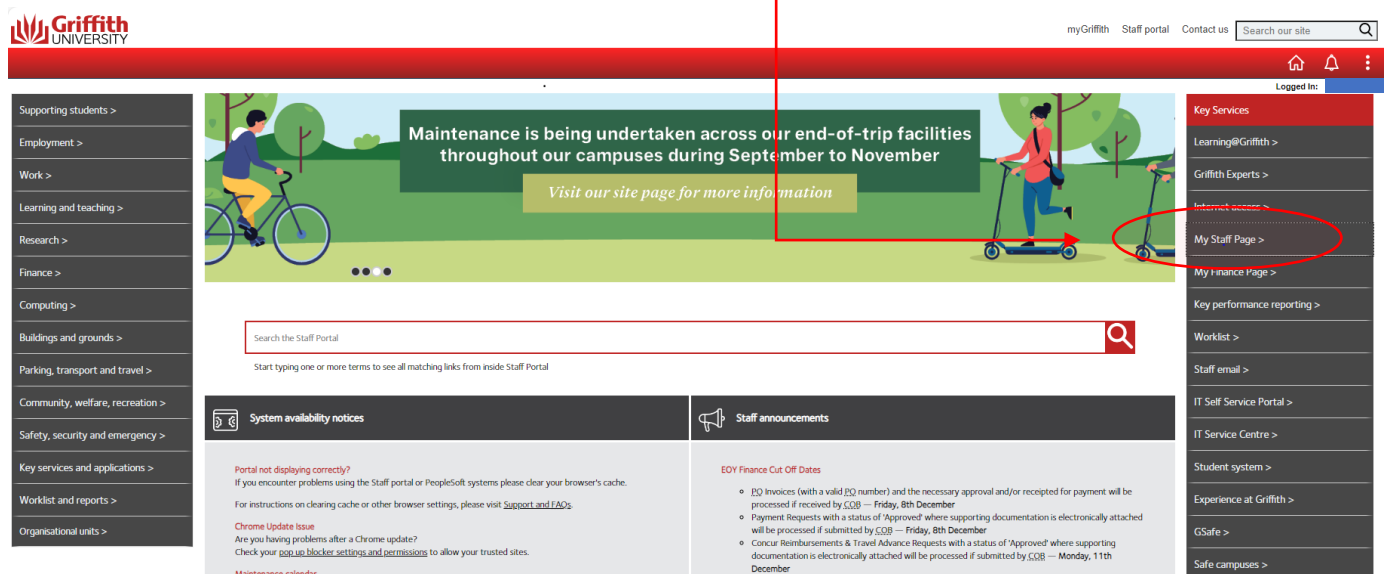


**2** The **PeopleSoft tiles** will appear.

**3** Click on the **Approvals** tile.

Approvals

2

**4** You will see all your pending approvals.
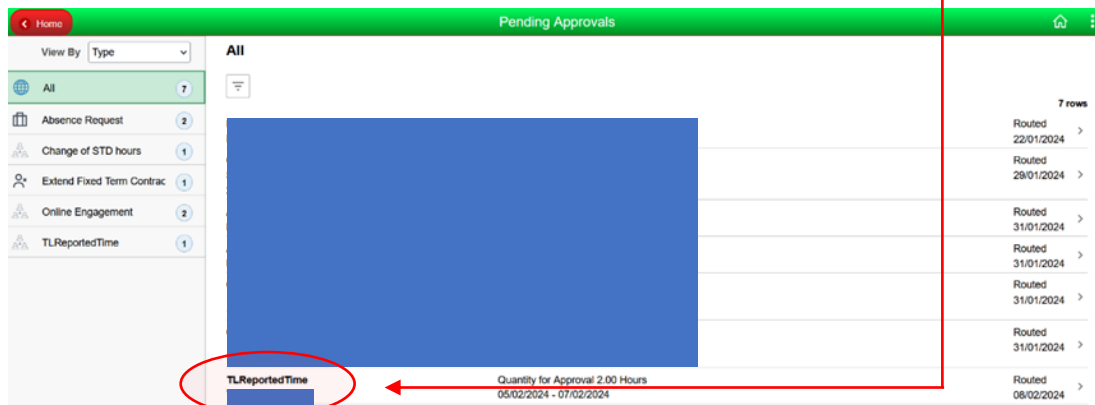


# Step 2: Review the Timesheet Amendment

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

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UNIVERSITY
Queensland, Australia

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



# Step 3: Approve the Timesheet Amendment

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



**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.

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



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

**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**.



**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.



# Step 4: Deny the Timesheet Amendment

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

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



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