As a manager, you will see a Notification indicated by the number next to the bell icon whenever you have a transaction to approve.

1. Click the bell icon to view your Notifications.

2. Unread Notifications will be listed in bold type within the Notifications window. Click each notification to review and approve that transaction.

CAUTION: The system will allow you to approve a transaction from the notification window. Take care not to approve or reject prior to review.

3. Review the employee’s Reported Time. The employee’s assignment, work unit and time type(s) will be listed on the left side of the grid, and the start and stop times that the employee entered will be listed on the right side of the grid. Use the scroll bar to view each day.

4. Calculated Time lists totals in hours. Review this to ensure overtime and other calculations are correct for the employee.

5. You can also add Comments (5) and Attachments (6) if needed.

6. When you have completed the review, select Approve to approve the time card or Reject to return the time card to the employee for correction. Please add Comments prior to rejecting in order for the employee to correct the time card.

Historically HR Line Managers (i.e., managers, supervisors, etc) have approved timesheets for non-exempt employees in eTimesheet. Upon implementation of Oracle, managers will approve bi-weekly employee time cards within Oracle Cloud. As a manager, you will receive both an email notification and an in-system notification when you have something to approve.