To approve a timesheet, login to Portal, found on una.edu.
Select the Employee tab.

Select the applicable timesheet.
Select the name of the employee whose timesheet you wish to approve.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name, Position and Title</th>
<th>Transaction Status</th>
<th>Required Action</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Queue Status</th>
<th>Approve or FYI</th>
<th>Return for Correction</th>
<th>Cancel</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mr. UNA</td>
<td>In Progress</td>
<td></td>
<td>$0.00</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Miss UNA</td>
<td>Pending</td>
<td>Approve</td>
<td>$0.00</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Pay Event Transactions
Action required by all approvers: 1
Time or Leave Transactions Approved or FYI: 0
Time or Leave Transactions Awaiting Approval or FYI: 1
Total: 2
Total Hours: 160.00
Total Units: .00
Once you have reviewed the leave report, you may select “Approve”, “Return for Correction,” or “Change Record”.

---

**Employee ID and Names:**
- Title:

**Department and Description:**
- Transaction Status:

**Routing Queue | Account Distribution**

**Time Sheet**

<table>
<thead>
<tr>
<th>Earnings</th>
<th>Shift</th>
<th>Special Rate</th>
<th>Total Hours</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biweekly Pay</td>
<td>1</td>
<td>60.00</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Annual Leave</td>
<td>1</td>
<td>8</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>1</td>
<td>11.5</td>
<td>2.5</td>
<td>8</td>
</tr>
</tbody>
</table>

**Total Hours:**
- **80**

**Total Units:**
- **0**

**Routing Queue**
- Name:
  - Rebecca Jean Price
  - Rebecca Jean Price
  - Catherine Driskill White (Mandatory)

**Action and Date**:
- Originated Oct 17, 2017 02:39 pm
- Submitted Oct 26, 2017 04:36 pm
- Pending

**Account Distribution Default Data**

<table>
<thead>
<tr>
<th>Pay Period Effective Date</th>
<th>Percent</th>
<th>Index</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Project Type</th>
<th>Cost Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 15, 2017</td>
<td>100.00</td>
<td>110000</td>
<td>20300</td>
<td></td>
<td>6132</td>
<td>[SU]</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Buttons:**
- Previous Menu
- Approve
- Return for Correction
- Change Record
- Delete
- Add Comment
- Previous