Login to Portal. Select the **Employee** menu.

In the Pay Information block, Select **Employee Dashboard**.

Select **Approve Time**.
Be sure the screen is toggled to the Approvals selection. Select the appropriate pay period from the dropdown menu. You are able to approve ONLY those time reports that are at Pending status.

You are able to approve ONLY those time reports that are at Pending status. To select the timesheet you’d like to approve, click the staff member’s name to view the timesheet details.
Once you click the staff member’s name, a box will appear with the timesheet details. After reviewing the submitted details, click either Return for Correction or Approve.

A confirmation message will appear in the top right corner of your screen.