What is ApprovalsTile
Approvals Tile is a central location where you can view all time entries needing your approval. The Approvals Tile allows you view all reported time that employees have entered into the system for your approval.

Definitions
- **Reported Time**: Time reported on timesheet, such as worked time.
- **Elapsed Time Reporter**: Employee will log the quantity of hours worked on a given day.
- **Punch Time Reporter**: Employee will log their In time and Out time worked on a given day.
Navigating to Approvals Tile:

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Log into your employee portal (MyUNTSystem.edu)</th>
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| Step 2 | Under Manager Self Service option, select “Approvals” Tile.  
          • The number in the right corner indicates the rows of data (not employees) that need to be approved. |
| Step 2.A | Select the Filter icon to filter by the Requester or Date Period. |
| Step 3 | Select the employee’s week of time you wish to approve. |
How to Approve or Deny Time (Elapsed Time Reporter):

**Step 1**
Review the reported hours for the employee.

**Common Issues to be Aware of:**
- Ensure the employee did not report REG hours on a Holiday.
- Ensure the employee entered the correct amount of hours worked (i.e. did they really work 16 hours in one day?)
- Ensure employee did not report REG hours on a day they used a leave accrual.

**Step 1.A**
If needed, select the row of data you wish to review more details on.
- You can adjust reported time.
- You can view Exception.

**Step 2**
Select the days you wish to Approve or Deny.

**Step 3**
Enter Comment as needed and select “Submit”.

**If Denying Time:**
Add a comment to explain the denial of time. If time was denied due to an entry error, explain how to resolve the issue.
How to Approve or Deny Time (Punch Time Reporter):

| Step 1 | Review the reported hours for the employee. **Common Issues to be Aware of:**  
- Ensure the employee entered the correct amount of hours worked (i.e. did they really work 16 hours in one day?)  
- Ensure the employee does not have any double punches. |
|--------|------------------------------------------------|
| Step 1.A | If needed, select the row of data you wish to review more details on.  
- You can adjust reported time.  
- You can view Exception. |
| Step 2 | Select the days you wish to Approve or Deny. |
| Step 3 | Enter Comment as needed and select “Submit”.  
**If Denying Time:**  
- Add a comment to explain the denial of time.  
  If time was denied due to an entry error, explain how to resolve the issue. |

If you have any questions or issues, please contact timeandlabor@untsystem.edu.