

Angelo State University

Web Time Entry - Approver Guide (Non-Exempt)

This guide describes the process for accessing, viewing, and approving an hourly (Non - Exempt) employee's time sheet.

1. Log into [RamPort](#)

2. On the Dashboard, click the “Leave/Time Reporting” dropdown and choose “Approve or Acknowledge Time.”



3. Time Reporting Selection (Including Proxy Information)

Personal Information Student Services Faculty Services **Employee** Finance FERPA/Proxy

Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

My Choice

Access my Leave Report:

Approve or Acknowledge Time:

Approve All Departments:

Act as Proxy:

Act as Superuser:

Select

[Proxy Set Up](#)

Note: To set up a Proxy approval in your absence, select the **Proxy Set UP** link at the bottom right side of the Time Reporting Selection page.

From there, select a name from the drop-down box, in accordance with your Proxy Approval in the official University Succession Plan document.

1. Under the "Approver Selection," Select the "Select" button

Personal Information Student Services Faculty Services **Employee** Finance FERPA/Proxy

Approver Selection

Time Sheet

Department and Description	My Choice	Pay Period
	<input checked="" type="radio"/>	SM, Oct 01,2019 to Oct 15,2019

Sort Order

My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

Select

2. Department Summary - Employee's Names

Department Summary

Select the employee's name to access additional details.

COA: A, Angelo State University
Department:
Pay Period: Oct 01,2019 to Oct 15,2019
Act as Proxy: Not Applicable
Approve By Date: Open until Oct 18,2019, 01:30 PM

Change Selection Select All, Approve or FYI Reset Save

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
		Approve	88.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance

From here, you can click on the name of the employee's name you wish to view. You can also click the *Change Time Record* or *Leave Balance* links below other information.

3. Review Time Sheet

Review the Time Sheet for accuracy. You then have the following options:

- **Approve** - approve the time sheet as submitted to you
- **Return for Correction** - return the time sheet to the employee for updates/corrections
- **Change Record** - opens the employee's time sheet for you to make changes (please add comments to support)
- **Add Comment** - enter supporting comments

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name:
Title:
Department and Description:
Transaction Status: Pending

Previous Menu Approve Return for Correction Change Record Delete Add Comment Next

Routing Queue | Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Tuesday , Oct 01,2019	Wednesday, Oct 02,2019	Thursday , Oct 03,2019	Friday , Oct 04,2019	Saturday , Oct 05,2019	Sunday , Oct 06,2019	Monday , Oct 07,2019	Tuesday , Oct 08,2019	Wednesday, Oct 09,2019	Thursday , Oct 10,2019	Friday , Oct 11,2019	Saturday , Oct 12,2019	Sunday , Oct 13,2019	Monday , Oct 14,2019	Tuesday , Oct 15,2019
Regular Hours	1		81		5	8	8	8			8	4	8	8	8			8	8
Sick Hours	1		7		3							4							
Total Hours:			88		8	8	8	8			8	8	8	8	8			8	8
Total Units:				0															

Routing Queue

Name
Action and Date
 Originated Oct 01,2019 11:08 am
 Submitted Oct 10,2019 11:41 am
 Pending

Once you have verified the employee's time, click on the **"Approve,"** button. This will bring you back to the top of the time sheet, with a message indicating that the transaction was successfully approved. The bottom of the time sheet screen date & time stamps your approval and the date.

Time Sheet Status Definitions:

Not Started - Employee time sheets are not visible to approvers until the employee has opened the time sheet for that pay period. Once this action is taken, the status of the time sheet will change to "In Progress."

Pending - The time sheet has been initiated by the employee but has not been submitted for approval.

Approved - The time sheet has been approved by the supervisor/financial manager and will be processed accordingly.

Returned for Correction - Any incomplete or incorrect time sheets will be returned to the employee. The time sheet must be corrected and resubmitted by the employee.