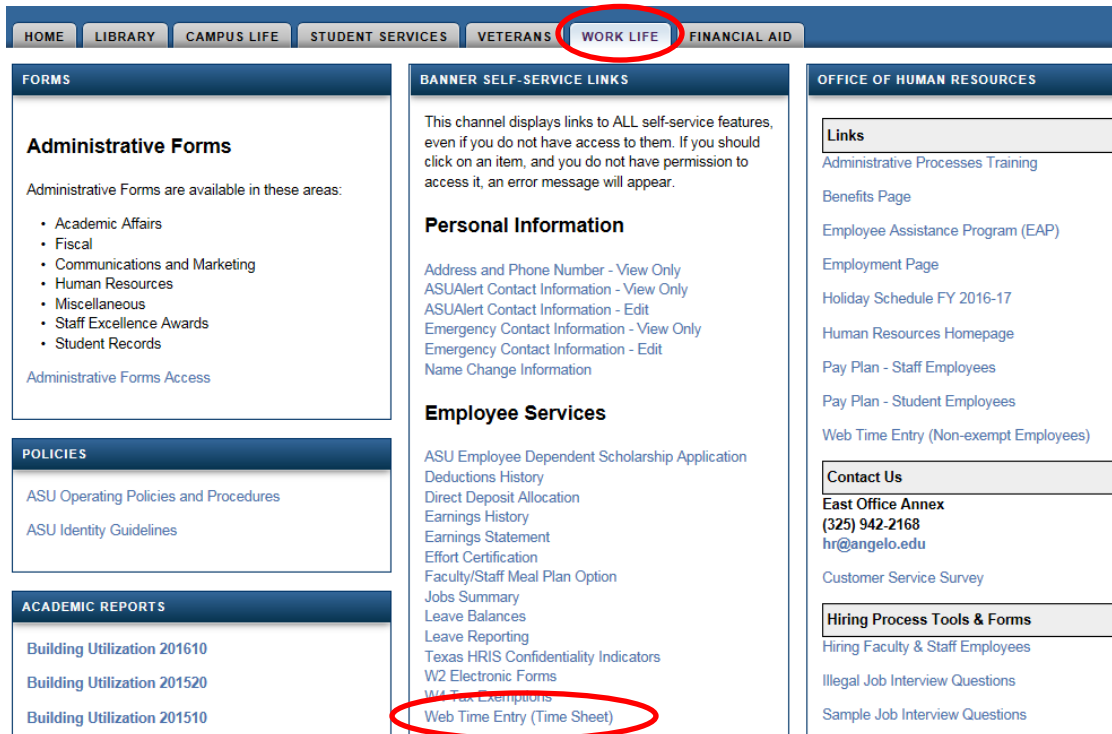


Angelo State University Web Time Entry Approver Guide

This guide describes the process for accessing, viewing and approving an hourly employee's time sheet.

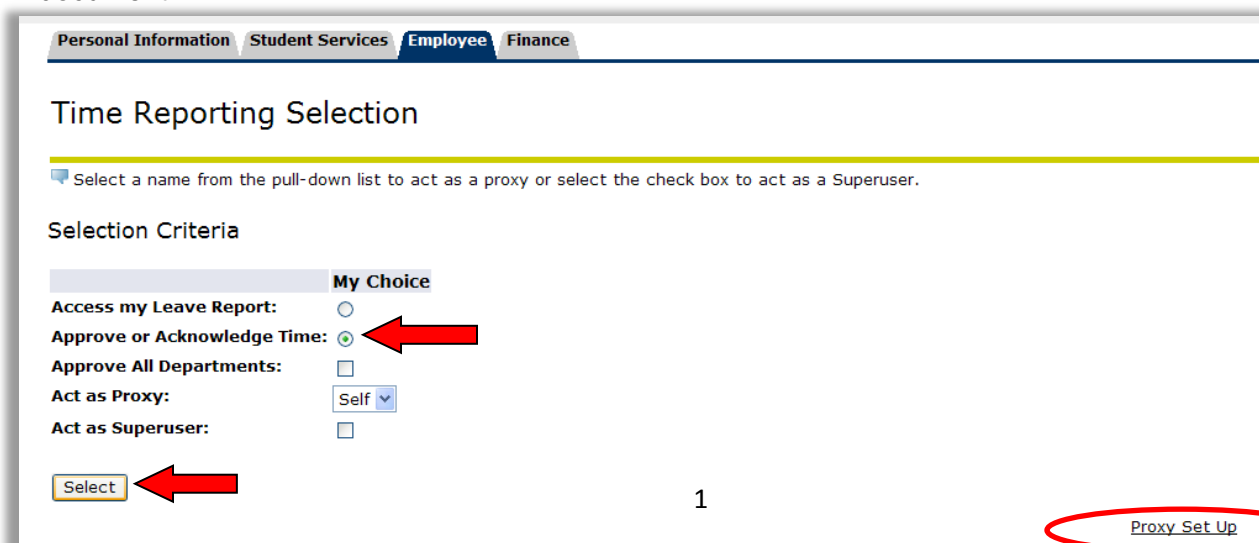
1. Login to RamPort - <http://ramport.angelo.edu/cp/home/loginf>
2. Click on the **Work Life** tab.
3. Click on **Web Time Entry (Time Sheet)** under Employee Services section.



The screenshot shows the ASU RamPort website interface. At the top, a navigation bar includes tabs for HOME, LIBRARY, CAMPUS LIFE, STUDENT SERVICES, VETERANS, **WORK LIFE** (circled in red), and FINANCIAL AID. Below the navigation bar, there are three main columns. The left column contains 'FORMS' (Administrative Forms), 'POLICIES' (ASU Operating Policies and Procedures, ASU Identity Guidelines), and 'ACADEMIC REPORTS' (Building Utilization 201610, 201520, 201510). The middle column is titled 'BANNER SELF-SERVICE LINKS' and contains sections for 'Personal Information' (Address and Phone Number - View Only, ASUAlert Contact Information - View Only, ASUAlert Contact Information - Edit, Emergency Contact Information - View Only, Emergency Contact Information - Edit, Name Change Information) and 'Employee Services' (ASU Employee Dependent Scholarship Application, Deductions History, Direct Deposit Allocation, Earnings History, Earnings Statement, Effort Certification, Faculty/Staff Meal Plan Option, Jobs Summary, Leave Balances, Leave Reporting, Texas HRIS Confidentiality Indicators, W2 Electronic Forms, W2 Tax Exemptions, **Web Time Entry (Time Sheet)** (circled in red)). The right column is titled 'OFFICE OF HUMAN RESOURCES' and contains sections for 'Links' (Administrative Processes Training, Benefits Page, Employee Assistance Program (EAP), Employment Page, Holiday Schedule FY 2016-17, Human Resources Homepage, Pay Plan - Staff Employees, Pay Plan - Student Employees, Web Time Entry (Non-exempt Employees)), 'Contact Us' (East Office Annex (325) 942-2168, hr@angelo.edu, Customer Service Survey), and 'Hiring Process Tools & Forms' (Hiring Faculty & Staff Employees, Illegal Job Interview Questions, Sample Job Interview Questions).

4. Select the **“Approve or Acknowledge Time”** option, and then click the **“Select”** button. If you approve time for multiple accounts, select **Approve All Departments**.

Note: To set up a Proxy approval in your absence, select the **Proxy Set Up** link, and choose a name from the drop-down box, in accordance with your Proxy Approval in the official University Succession Plan document.



The screenshot shows the 'Time Reporting Selection' form in the ASU RamPort system. At the top, a navigation bar includes tabs for Personal Information, Student Services, **Employee**, and Finance. The form has a title 'Time Reporting Selection' and a subtitle 'Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.' Below this, there are 'Selection Criteria' with radio buttons and checkboxes. 'Approve or Acknowledge Time' is selected with a red arrow. 'Act as Proxy' is set to 'Self'. A 'Select' button is at the bottom left, also with a red arrow. A 'Proxy Set Up' link is circled in red at the bottom right.

- Under “**Time Sheet**”, select the correct account and pay period from the drop-down menu, and then click the “**Select**” button.

Note: Time Sheet and Leave Reports are both listed. Please select the drop-down listed in the Time Sheet section to approve your Non-Exempt employee’s time.

Personal Information **Student Services** **Employee** **Finance**

Approver Selection

Time Sheet

Department and Description **My Choice** **Pay Period**
 A, 60200, Human Resources Office SM, Dec 16,2011 to Dec 31,2011

Leave Report

Department and Description **My Choice** **Leave Period**
 A, 60200, Human Resources Office MR, Dec 01,2011 to Dec 31,2011

Sort Order

My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

Select

- Click on the name of the employee you wish to view, or click the **Change Time Record**, **Comments** or **Leave Balance** links to view.

Personal Information **Student Services** **Employee** **Finance**

Department Summary

Select the employee's name to access additional details.

COA: A, Angelo State University
Department: 60200, Human Resources Office
Pay Period: Dec 16,2011 to Dec 31,2011
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Jan 04,2012, 12:30 AM

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
81108916	██████████ Sparks 998491 - 03 HR Assistant	Approve		88.00	.00	<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Comments Leave Balance

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

- a. **Approve** – approve the time sheet as submitted to you
- b. **Return for Correction** – return the time sheet to the employee for updates/corrections.
- c. **Change Record** – opens the employee’s time sheet for you to make changes. (Please add Comment to support.)
- d. **Add Comment** – enter supporting comments.

Employee ID and Name: [Redacted] Title: 998491-03 HR Assistant Department and Description: A 60200 Human Res Transaction Status: Pending

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

Time Sheet

Earnings	Shift Special Rate	Total Hours	Total Units	Friday, Dec 16, 2011	Saturday, Dec 17, 2011	Sunday, Dec 18, 2011	Monday, Dec 19, 2011	Tuesday, Dec 20, 2011	Wednesday, Dec 21, 2011	Thursday, Dec 22, 2011	Friday, Dec 23, 2011	Saturday, Dec 24, 2011	Sunday, Dec 25, 2011	Monday, Dec 26, 2011	Tuesday, Dec 27, 2011
Regular Hours	1	44		4				8	8	8	8	8			
Vacation Hours	1	4		4											
Holiday Hours	1	40												8	8
Total Hours:		88		8				8	8	8	8	8		8	8
Total Units:			0												

Comments

Date	Made by	Confidential	Comments
Dec 16, 2011 09:02 am	Rebecca Sue Sparks	No	Time Sheet Returne

Routing Queue

Name	Action and Date
[Redacted]	Originated Dec 15, 2011 02:39 pm Submitted Dec 16, 2011 09:10 am Pending

8. 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.

Routing Queue

Name	Action and Date
[Redacted]	Originated Dec 15, 2011 02:39 pm Submitted Dec 16, 2011 09:05 am Approved Dec 22, 2011 09:21 am

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.”

In Progress: The time sheet has been initiated by the employee but has not been submitted for approval.

Pending: The time sheet has been submitted for approval by the employee. The time sheet is pending approval from the supervisor/financial manager.

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.