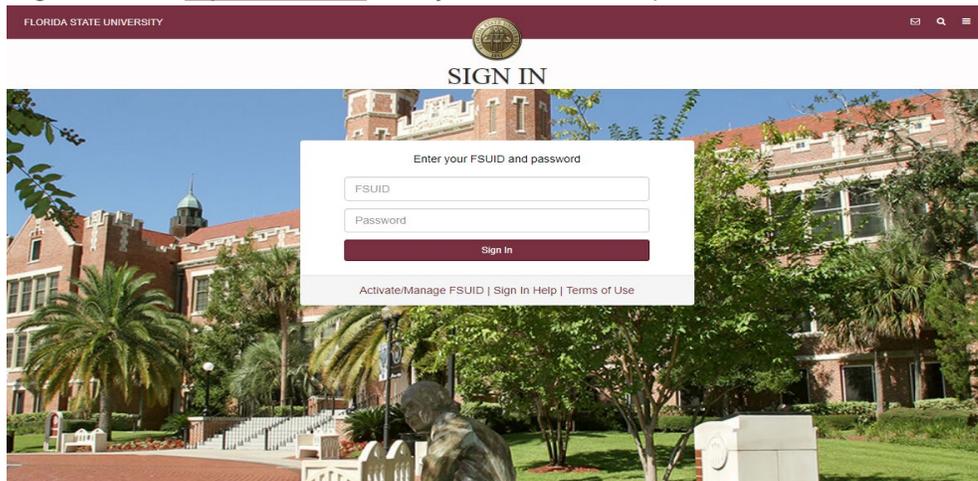


# Approving Reported Time Supervisors

Learn to approve time for your employees. Supervisors are automatically provided the security role FSU\_SS\_MANAGER and a five-digit Group ID. Reported time and leave entered by your employees needs your approval to be processed into payable time for Payroll to generate paychecks.

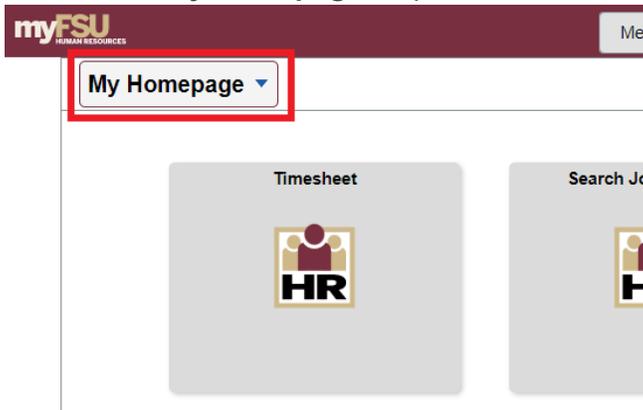
1. Sign in to the [myFSU Portal](#) with your FSUID and password



2. Select the **HR** icon



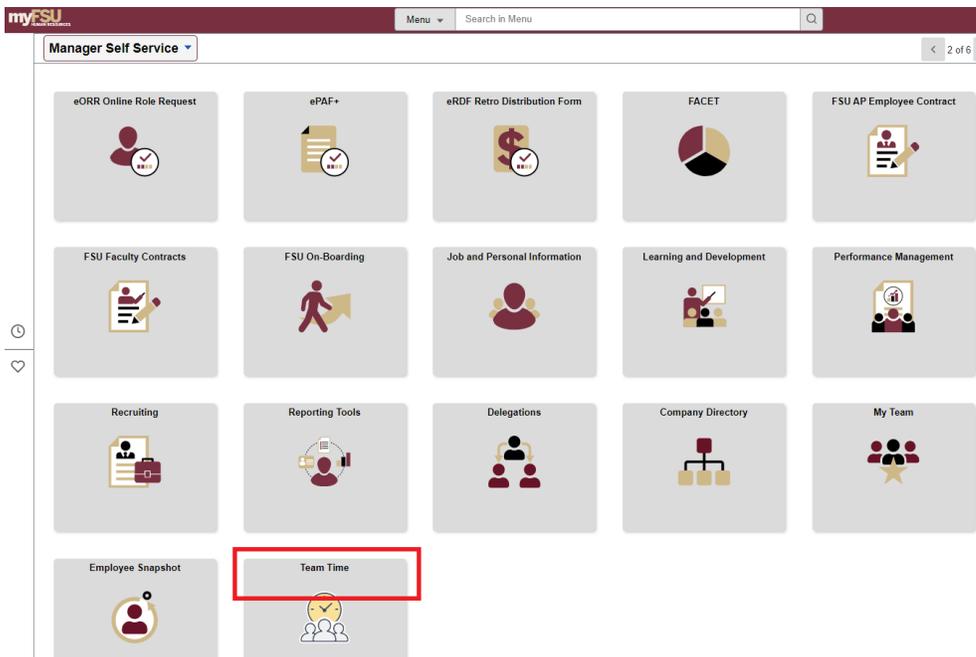
3. Click on the **My Homepage** drop-down menu



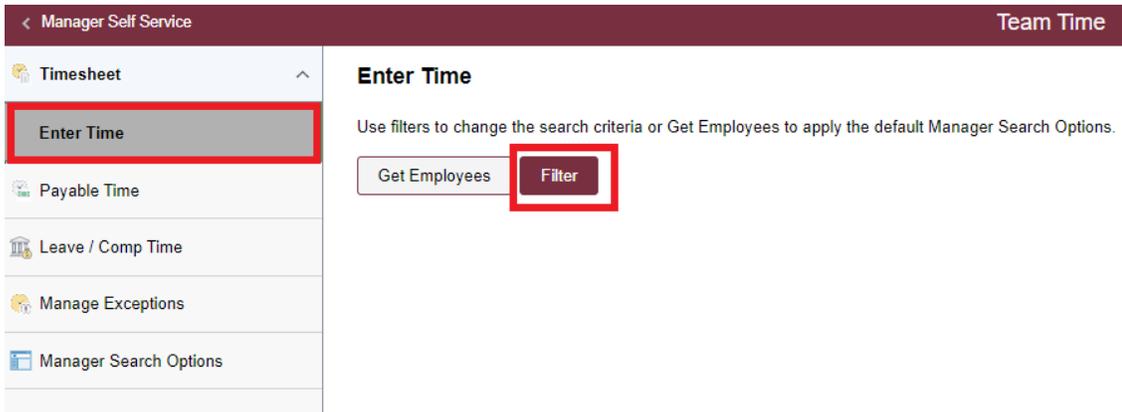
4. Select on the **Manager Self Service**



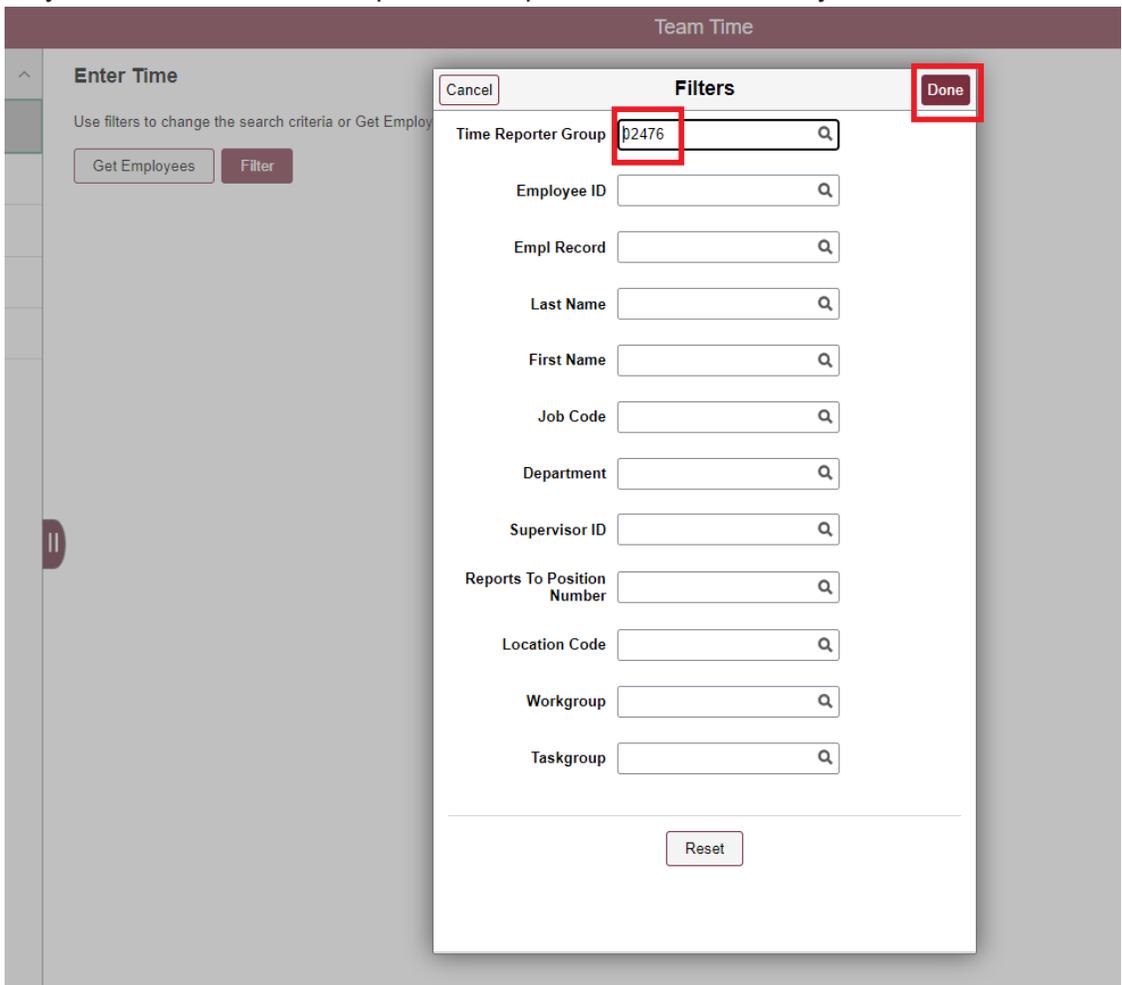
5. Click the **Team Time** tile



6. Select **Enter Time** under Timesheet and then select **Filter**



7. Enter your Group ID # into the field. For this example, enter "02476." Click **Done**. If you do not know your five-digit Group ID #, click on the spyglass and find your name. You may then select the Time Reporter Group number to the left of your name.



**NOTE:** If your Group ID # is not saved you may navigate to **Manager Search Options**, enter your Group ID #, and select save at the bottom of the page.

- All employee's timesheets that you can access are listed. Employees who have time needing approval will show under the **Hours to be Approved** column. The sort button to the far right can be used to sort employees with hours to be approved to the top of the list. For this example, select the employee **Kim, Chloe**.

Name/Title	Exceptions	Hours to be Approved
Kim, Chloe Researcher		46.50
Vonn, Lindsey Researcher		43.00
Shiffirin, Mikaela Asst Dir, Health & Human Svcs		40.00

- After reviewing and ensuring the accuracy of time entered by this employee, click the boxes next to the time needing approval and click on the **Approve** button. This will approve all of the entries selected (and checked). You can also click the small box at the top to select all time needing approval for that workweek. Your electronic signature will be dated and attached to the time approval in OMNI. Use the back and forward arrows at the top to ensure time is approved for both weeks in the pay period.

Day Summary	In	Out	In	Out	In	Out	Time Reporting Code	Quantity	Time Details	Comments	Reported Status
11 Friday Mar Reported 2.00	<input checked="" type="checkbox"/> 8:00:00AM	10:00:00AM					IP				Needs Approval
12 Saturday Mar Reported 3.00	<input checked="" type="checkbox"/> 12:00:00PM	3:00:00PM					IP				Needs Approval
13 Sunday Mar Reported 0.00	<input type="checkbox"/>						IP				Now
14 Monday Mar Reported 0.00	<input type="checkbox"/>						IP				Now
15 Tuesday Mar Reported 14.00	<input checked="" type="checkbox"/> 6:00:00AM	6:00:00PM					IP				Needs Approval
16 Wednesday Mar Reported 0.00	<input checked="" type="checkbox"/> 8:00:00AM	12:00:00PM	1:00:00PM	6:00:00PM			IP				Needs Approval

- The time for this employee has been successfully approved! Select the Return to Select Employee link to approve the time for your remaining employees.

Manager Self Service

**Enter Time**

**Chloe Kim**  
Researcher

[Return to Select Employee](#)

The previous employee, Chloe Kim, is no longer listed as needing approval. Select the next employee on your list, and repeat the above process until no employees are listed.