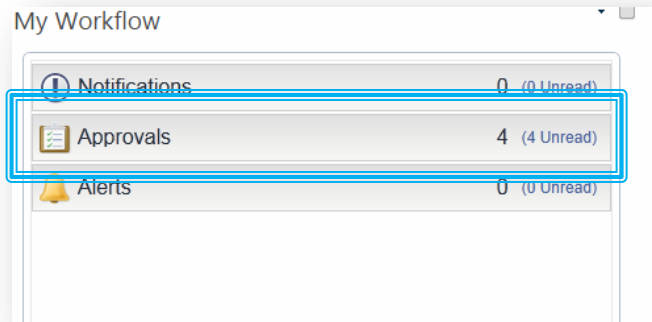
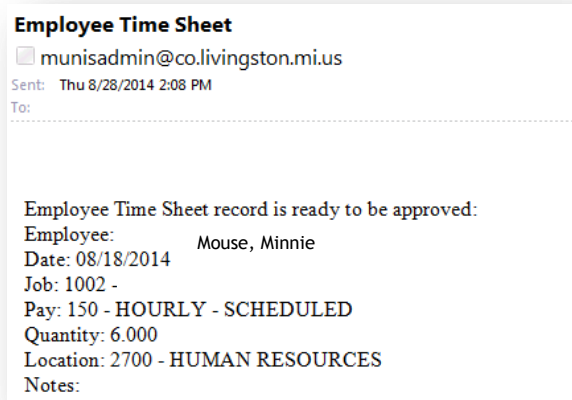
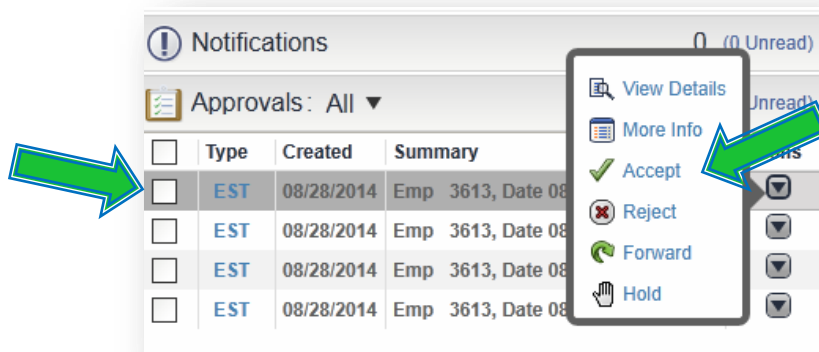


Approving Employee Timesheets through MUNIS Dashboard

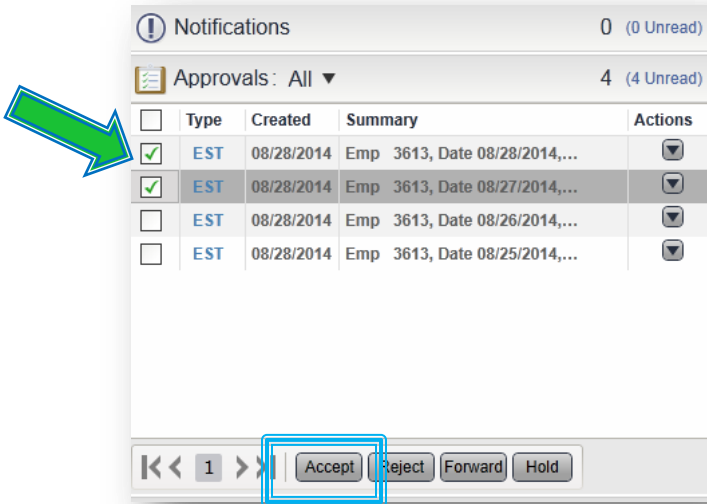
1. You can approve your employee's time directly through your dashboard in MUNIS as well as within your own ESS login. Once your employee has entered their time, you will receive an email notification for their timesheet as well as any vacation requests.



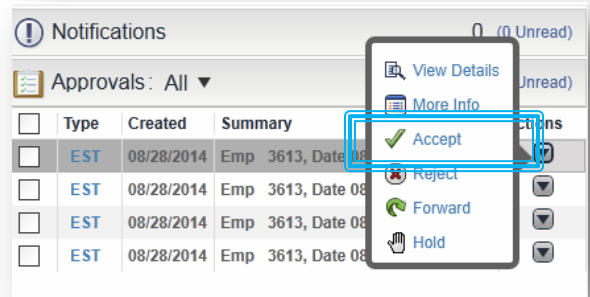
2. Click on the “*Approvals*” tab to show all approvals that are waiting to be approved. Click the down arrow to view details, approve or reject time. **Please Note:** If you have salaried employee's you will only need to approve their exceptions such as vacation, sick, holiday etc. you will not have to approve hours.



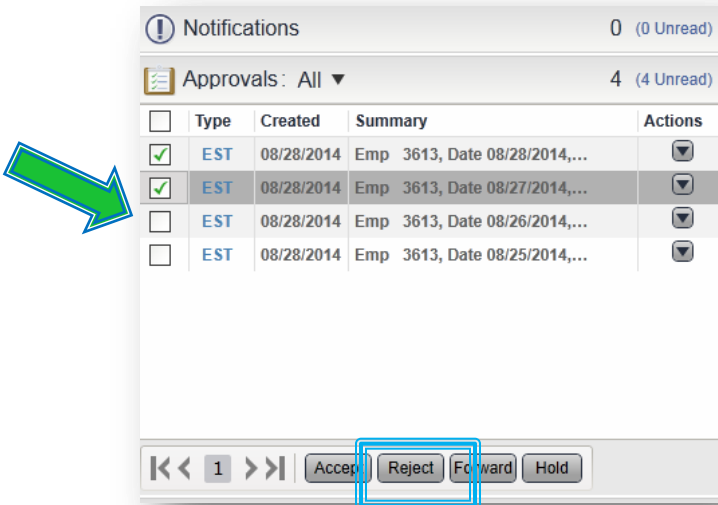
- **To Approve:** Check the days off you wish to approve, then click “Accept”



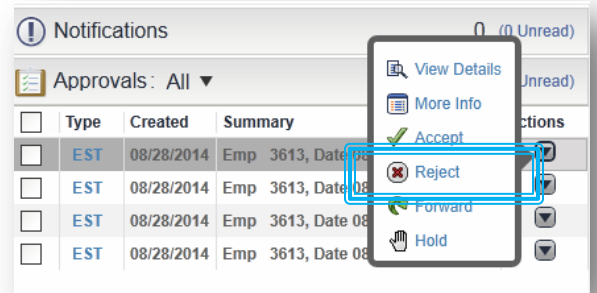
OR



- **To Reject:** Check the days off you wish to reject, then click “Reject”. You are also required to put a comment in for why you are rejecting that day. Your employee will receive an email saying that you have rejected that day and with your comments.



OR



- **To View More Details:** You can hover the day and it will display quick information including your employee's number, date, and number of hours. You can also click on the down arrow and choose more details about that day. Then **Accept/Reject**.

<input type="checkbox"/>	Type	Created	Summary	Actions
<input type="checkbox"/>	EST	08/28/2014	Emp 3613, Date 08/27/2014,...	▼
<input type="checkbox"/>	EST	08/28/2014	Emp 3613, Date 08/26/2014,...	▼
<input type="checkbox"/>	EST	08/28/2014	Emp 3613, Date 08/26/2014, Quantity 4.000	

ESS Time Sheets
08/28/2014 02:08 PM

Details Reason | More Info

From: 08/26/2014
To: 08/26/2014
Emp: 3613 HAWORTH, KELLI PATRICIA
Location: Mouse, Minnie
Job: 1002 - ADMINISTRATIVE SPECIALIST BOC
Pay: ...

Accept Reject Forward Hold

Alerts 0 (0 Unread)

3. After you have either accepted or rejected your employee's time and vacation requests. You will no longer see notifications for approvals. This means you no longer have pending timesheets or requests to approve.

My Workflow

Notifications 0 (0 Unread)

Approvals: All 0 (0 Unread)

<input type="checkbox"/>	Type	Created	Summary	Actions
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Accept Reject Forward Hold

Alerts 0 (0 Unread)

Settings Updated: 9/3/2014 12:30:38 PM

If you have any questions regarding time entry; please contact the Human Resources Department at (517) 546-1010 or Humanresources@livgov.com