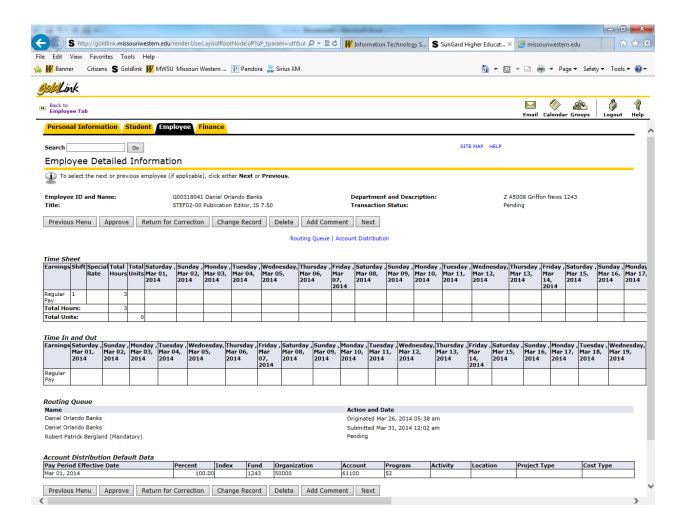# Approving Time in Self Service

Log in to Goldlink

Click on Employee Tab. Under Time Approval, Select appropriate Payroll to approve time for.

Employees in a "Pending" status have submitted their time and are ready to be reviewed and approved. The approver may click on the employee name to view the employee time sheet information, including dates and times entered. On the time sheet, there is an "Approve" button to click that will approve the time sheet. If changes need to be made by the approver, the approver may click the "Change Record" button to make the appropriate changes, and then click the "Approve" button.

Pending									
ID	Name, Position, Title and Department	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
G00318041	Daniel Orlando Banks STEF02 - 00 Publication Editor, IS 7.50 A5008, Griffon News 1243	Override	3.00	.00		☐	☐		Change Time Record Leave Balance

Employees in an "In Progress" status have started their time sheet, however never submitted their time sheet. The approver may click on the employee name to view the employee time sheet information, including dates and times entered. On the time sheet, the approver must first click the "Submit" button before anything else can be done with the time sheet. If changes need to be made by the approver, the approver may click the "Change Record" button to make the appropriate changes, and then click the "Approve" button.

In Progress					
ID	Name, Position, Title and Department	Total Hours	Total Units	Cancel	Other Information
G00375047	Rasha Arkelea Andrews STRF01 - 00 Rec Assistant I, WS 7.50 13201, Rec & Fitness Facilities	83.50	.00		Leave Balances

GoldLink

Back to Employee Tab

Email Calendar Groups Logout Help

Personal Information | Student | **Employee** | Finance

Search [____] Go

SITE MAP   HELP

Employee Detailed Information

To select the next or previous employee (if applicable), click either **Next** or **Previous**.

Employee ID and Name: G00375047 Rasha Arkelea Andrews	**Department and Description:** Z 13201 Rec & Fitness Facilities
Title: STRF01-00 Rec Assistant I, WS 7.50	**Transaction Status:** In Progress

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Routing Queue | Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday, Mar 01, 2014	Sunday, Mar 02, 2014	Monday, Mar 03, 2014	Tuesday, Mar 04, 2014	Wednesday, Mar 05, 2014	Thursday, Mar 06, 2014	Friday, Mar 07, 2014	Saturday, Mar 08, 2014	Sunday, Mar 09, 2014	Monday, Mar 10, 2014	Tuesday, Mar 11, 2014	Wednesday, Mar 12, 2014	Thursday, Mar 13, 2014	Friday, Mar 14, 2014	Saturday, Mar 15, 2014	Sunday, Mar 16, 2014	Monday, Mar 17, 2014
Federal Work Study Pay	1		71					2.75	3.5	4.5				4	8	8	8	8				
Federal Work Study Pay	2		12.5																			
Total Hours:			83.5					2.75	3.5	4.5				4	8	8	8	8				
Total Units:				0																		

Time In and Out

Earnings	Saturday, Mar 01, 2014	Sunday, Mar 02, 2014	Monday, Mar 03, 2014	Tuesday, Mar 04, 2014	Wednesday, Mar 05, 2014	Thursday, Mar 06, 2014	Friday, Mar 07, 2014	Saturday, Mar 08, 2014	Sunday, Mar 09, 2014	Monday, Mar 10, 2014	Tuesday, Mar 11, 2014	Wednesday, Mar 12, 2014	Thursday, Mar 13, 2014	Friday, Mar 14, 2014	Saturday, Mar 15, 2014	Sunday, Mar 16, 2014	Monday, Mar 17, 2014	Tuesday, Mar 18, 2014	Wednesday, Mar 19, 2014
Federal Work Study Pay				02:00PM 04:45PM	05:15AM 08:45AM	06:30PM 11:00PM			01:00PM 05:00PM	05:15AM 01:15PM	05:15AM 01:15PM	05:15AM 01:15PM	05:15AM 01:15PM				03:00PM 05:00PM	02:00PM 04:45PM 07:00PM 11:00PM	05:15AM 08:45AM

Routing Queue

Name	Action and Date
Rasha Arkelea Andrews	Originated Mar 09, 2014 01:27 pm
Amy Colleen Foley (Mandatory)	In the Queue

⚠ Time transaction successfully returned.

Employee ID and Name: G00352900 Emilie Faye Marie Dec	**Department and Description:** Z 31401 Business Office Department
Title: STBO01-00 Student Assistant I, WS 7.50	**Transaction Status:** Pending

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

Comments | Routing Queue | Account Distribution

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Saturday, Mar 01, 2014	Sunday, Mar 02, 2014	Monday, Mar 03, 2014	Tuesday, Mar 04, 2014	Wednesday, Mar 05, 2014	Thursday, Mar 06, 2014	Friday, Mar 07, 2014	Saturday, Mar 08, 2014	Sunday, Mar 09, 2014	Monday, Mar 10, 2014	Tuesday, Mar 11, 2014	Wednesday, Mar 12, 2014	Thursday, Mar 13, 2014	Friday, Mar 14, 2014	Saturday, Mar 15, 2014	Sunday, Mar 16, 2014	Monday, Mar 17, 2014
Federal Work Study Pay	1		62.25				1.5	1.5	1.5	1.5	1.5			5.25		6.5	4.25					
Total Hours:			62.25				1.5	1.5	1.5	1.5	1.5			5.25		6.5	4.25					
Total Units:				0																		

Time In and Out

Earnings	Saturday, Mar 01, 2014	Sunday, Mar 02, 2014	Monday, Mar 03, 2014	Tuesday, Mar 04, 2014	Wednesday, Mar 05, 2014	Thursday, Mar 06, 2014	Friday, Mar 07, 2014	Saturday, Mar 08, 2014	Sunday, Mar 09, 2014	Monday, Mar 10, 2014	Tuesday, Mar 11, 2014	Wednesday, Mar 12, 2014	Thursday, Mar 13, 2014	Friday, Mar 14, 2014	Saturday, Mar 15, 2014	Sunday, Mar 16, 2014	Monday, Mar 17, 2014	Tuesday, Mar 18, 2014	Wednesday, Mar 19, 2014
Federal Work Study Pay			09:30AM 11:00AM	09:30AM 11:00AM	09:30AM 11:00AM	09:30AM 11:00AM	09:30AM 11:00AM			10:30AM 03:45PM		08:00AM 02:30PM	09:45AM 02:00PM					09:30AM 03:00PM	09:00AM 01:30PM

Comments

Date	Made by	Confidential	Comments
Apr 04, 2014 03:46 pm	Kerri Rene Hill	No	Time Sheet Returned

Routing Queue

Name	Action and Date
Emilie Faye Marie Dec	Originated Mar 03, 2014 11:03 am