

# ESS Time Approve Attendance

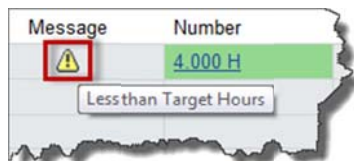
1. Logon to Firefly at <https://firefly.nebraska.edu>
2. Go to “My Staff” tab
3. Under “Working Time” go to “Approve Attendance
4. This will bring up a screen titled “Approve Time Sheets” which contains any time that has been submitted that you need to review.


## Main Screen

Employee	Empl./appl.name	Frm	To	Message	Number	Target Time by week	Approval	RejectionReason
11818	Melvin L Primus	10/18/2013	10/24/2013		40,000 H	40.00 H	Resubmit All	
11818	Melvin L Primus	10/25/2013	10/31/2013	⚠	53,000 H	40.00 H	Resubmit All	

Each timesheet must be acted upon individually. You can approve, reject, or resubmit an entire timesheet or per day within that timesheet.

Hover over any warning icon in the Message field for more information.



To approve a timesheet from the Main Screen, simply change the approval status to Approval All on the corresponding line. Then click .



Once you click on **Save**, any timesheets that have been acted upon (**Approve All** or **Reject All**) will no longer listed on this page. Any timesheets with Resubmit All (or **Individ. Processed** timesheets with at least one day marked as Resubmit) will remain.

If individually processed, you can click back into the timesheet to view the remaining days requiring approval.

The top portion of the timesheet shows the approved working time. The bottom portion shows time that needs to be acted upon.

**Individual Approval**

Save and Back Cancel

Show Approved Working Times

Period from: 10/11/2013 To: 10/17/2013 Apply

Date	Employee	Name	A/A Type	Position Name	Position	Cost Object Name	Cost Ctr	WBS Elem	Comment	Start time	End time	Number
10/11/2013	11818	Melvin L Primus	Regular Planned Hrs	Help Desk Assistant	00000487	CSN Administration T				08:00	16:00	8.000 H
10/15/2013	11818	Melvin L Primus	Regular Planned Hrs	Help Desk Assistant	00000487	CSN Administration T				08:00	16:00	8.000 H
10/17/2013	11818	Melvin L Primus	Regular Planned Hrs	Help Desk Assistant	00000487	CSN Administration T				08:00	16:00	8.000 H
Total												24.000 H

Indiv. Approval for Employee 11818, Period From 10/11/2013 To 10/17/2013 Recorded 6.000 H Target Time by week: 40.00 H

Date	Employee	Name	A/A Type	Position Name	Position	Cost Object Name	Cost Ctr	WBS Elem	Comment	Start time	End time	Number	Approval	RejectionReason	Message
10/14/2013	11818	Melvin L Primus	Regular Planned Hrs	Help Desk Assistant	00000487	CSN Administration T				08:00	16:00	8.000 H	Approve		
10/15/2013	11818	Melvin L Primus	Regular Planned Hrs	Help Desk Assistant	00000487	CSN Administration T				08:00	16:00	8.000 H	Approve		

From the Main Screen you can choose long or short view to slightly alter the look within the Individual Approval Screen. Long view includes the start and end times the employee entered. Start and End times are required for Students/On-call/Temp employees. Regular employees are not required to enter start and end times. **For employees working over 8 hours a day and entering start and end times, please ensure at least a half hour lunch is accounted for or a note is provided showing why they were required to work over lunch.**

**Approve Time Sheets**

Save

Collective Approval

View: University CATS Time approver long view

Employee 11818: University CATS Time approver short view, University CATS Time approver long view

Long View

Start time	End time	Number	Approval
08:00	16:00	8.000 H	Resubmit
08:00	16:00	8.000 H	Resubmit
08:00	16:00	8.000 H	Resubmit
08:00	16:00	8.000 H	Resubmit
08:00	16:00	8.000 H	Resubmit

Short View

Comment	Number	Approval
	8.000 H	Resubmit
	8.000 H	Resubmit
	8.000 H	Resubmit
	8.000 H	Resubmit
	8.000 H	Resubmit

To view or approve a timesheet from the Individual Approval Screen, click on the link in the Number column to open the timesheet.

Home SAP Login Employee Self Service Employee Self Service My Staff My Staff SAPPHIRE eSHOP Test

Overview Team Working Time Selection Reports Employment Career Development

Approve Attendance Workflow Inbox History

Detailed Navigation Overview Portal Favorites

**Approve Time Sheets**

Save

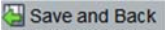

Collective Approval

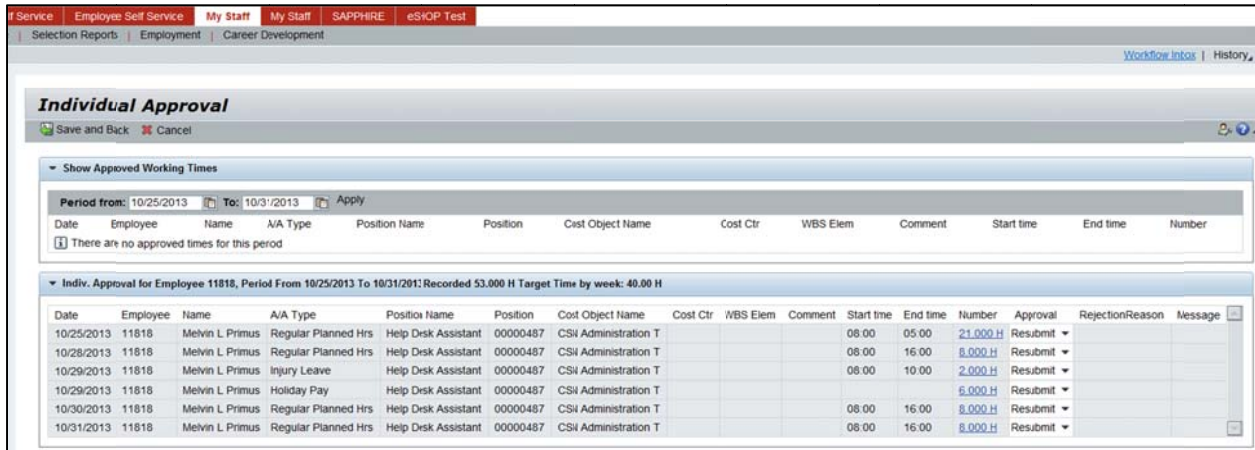
View: University CATS Time approver long view

Employee	Empl./appl name	Frm	To	Message	Number	Target Time by week	Approval	RejectionReason
11818	Melvin L Primus	10/18/2013	10/24/2013		40.000 H	40.00 H	Resubmit AI	
11818	Melvin L Primus	10/25/2013	10/31/2013		83.000 H	40.00 H	Resubmit AI	

## Individual Approval Screen

You are able to view each day and hours worked of the specific timesheet. This allows you to select approve, reject, or resubmit per day if needed.

**Note:** you cannot submit a timesheet from the Individual Approval Screen. From that screen, click on , then click on  on the Main Screen.



The screenshot shows the 'Individual Approval' screen for employee 11818. It displays a table of timesheet entries for the period from 10/25/2013 to 10/31/2013. The table includes columns for Date, Employee Name, A/A Type, Position Name, Position, Cost Object Name, Cost Ctr, WBS Elem, Comment, Start time, End time, Number, Approval, RejectionReason, and Message. The 'Approval' column shows dropdown menus with options like 'Resubmit', 'Approve', 'Reject', and 'Resubmit'.

Select the approval status (**Approve, Reject, or Resubmit**) for each day within the timesheet.

Target Time by week: 40.00 H														
Date	Employee Name	A/A Type	Position Name	Position	Cost Object Name	Cost Ctr	WBS Elem	Comment	Start time	End time	Number	Approval	RejectionReason	Message
10/25/2013	11818	Melvin L Primus	Regular Planned Hrs	Help Dsk Assistant	00000487	CSN Administration T			08:00	05:00	21,000 H	Resubmit		
10/28/2013	11818	Melvin L Primus	Regular Planned Hrs	Help Dsk Assistant	00000487	CSN Administration T			08:00	16:00	8,000 H	Approve		
10/29/2013	11818	Melvin L Primus	Injury Leave	Help Dsk Assistant	00000487	CSN Administration T			08:00	10:00	2,000 H	Resubmit		
10/29/2013	11818	Melvin L Primus	Holiday Pay	Help Dsk Assistant	00000487	CSN Administration T					6,000 H	Resubmit		
10/30/2013	11818	Melvin L Primus	Regular Planned Hrs	Help Dsk Assistant	00000487	CSN Administration T			08:00	16:00	8,000 H	Resubmit		
10/31/2013	11818	Melvin L Primus	Regular Planned Hrs	Help Dsk Assistant	00000487	CSN Administration T			08:00	16:00	8,000 H	Resubmit		

Any comments an employee has added to the timesheet will only be visible from the Individual Approval screen.

Date	Employee Name	A/A Type	Position Name	Position	Cost Object Name	Cost Ctr	WBS Elem	Comment	Start time	End time	Number	Approval	RejectionReason	Message
								Leaving early for my trip to Aldebaan.	08:00	12:00	4,000 H	Resubmit		
									12:00	16:00	4,000 H	Resubmit		
									08:00	16:00	8,000 H	Resubmit		
									08:00	16:00	8,000 H	Resubmit		
									08:00	16:00	8,000 H	Resubmit		
									08:00	16:00	8,000 H	Resubmit		

### Quick Tip:

To help an approver from having to click 'Approve' on the dropdown menu multiple times within the Individual Approval Screen:

Select Approve All in Main Screen, then click on link in Number Column to enter the Timesheet. This auto-fills “Approve” in each line, which can then be edited if needed.

Number	Target Time by week	Approval
40,000 H	40.00 H	Resubmit All
53,000 H	40.00 H	Approve All

nt	Start time	End time	Number	Approval	Rej
08.00	05.00		21,000 H	Approve	
08.00	16.00		8,000 H	Approve	
08.00	10.00		2,000 H	Approve	
			6,000 H	Approve	
08.00	16.00		8,000 H	Approve	
08.00	16.00		8,000 H	Approve	

When rejecting a Timesheet (either day or entire week), preset **Rejection Reasons** are available to choose from a dropdown menu:

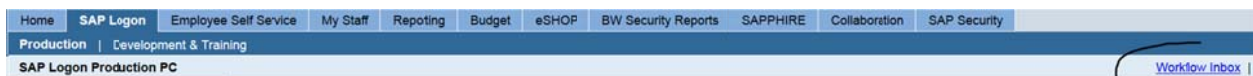
Number	Approval	RejectionReason	Message
21,000 H	Reject		
8,000 H	Approve	Overtime is not allowed	
2,000 H	Approve	Leave request declined	
6,000 H	Approve	ESS Time returned for changes	
8,000 H	Approve	Wrong Attendance type	
8,000 H	Approve	Wrong Absence type	

If you have multiple approvals types (e.g.: Approve and Resubmit) on the Timesheet, the Approval listing on the Main Screen will show status as **Individ. Processed**.

Number	Target Time by week	Approval
40,000 H	40.00 H	Resubmit All
53,000 H	40.00 H	Individ. Processed

## Delegate Approval

**\*Supervisors can only delegate to someone who has access to approve time. Cannot delegate to someone who reports to you! If you have questions or problems when delegating please call the CEHS Business Team.**



From Firefly choose the “Workflow inbox” out to the far right  
Then choose “Workflow Approver Substitution”

Click “Insert Line” button Then Start Date, End Date, Types and substitute approver.