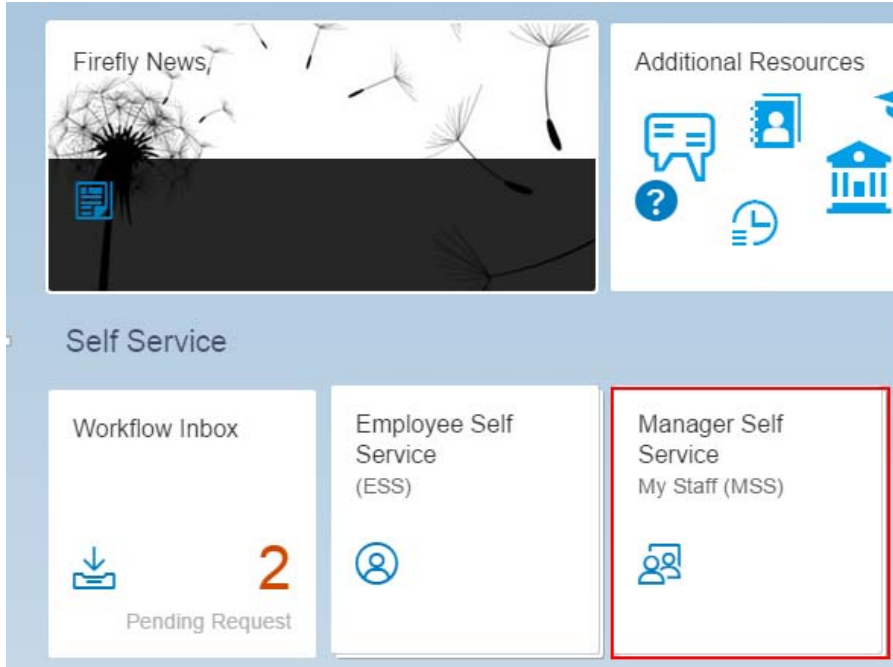


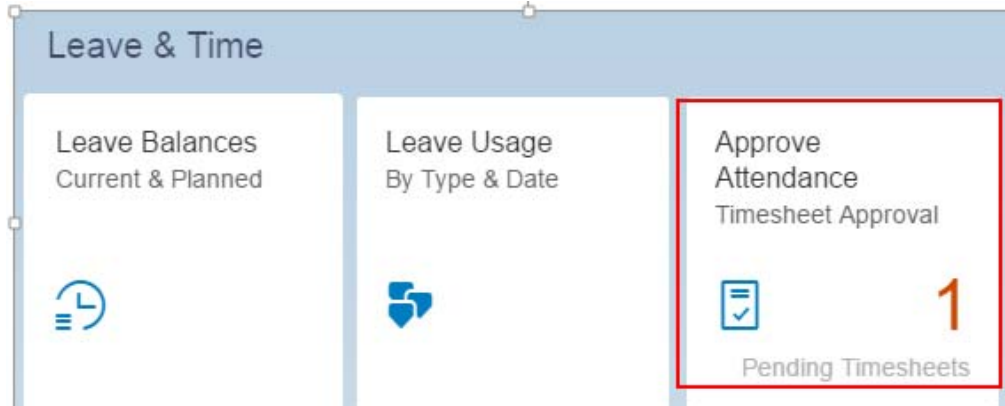
Approving ESS TIME

Web address: Firefly.nebraska.edu

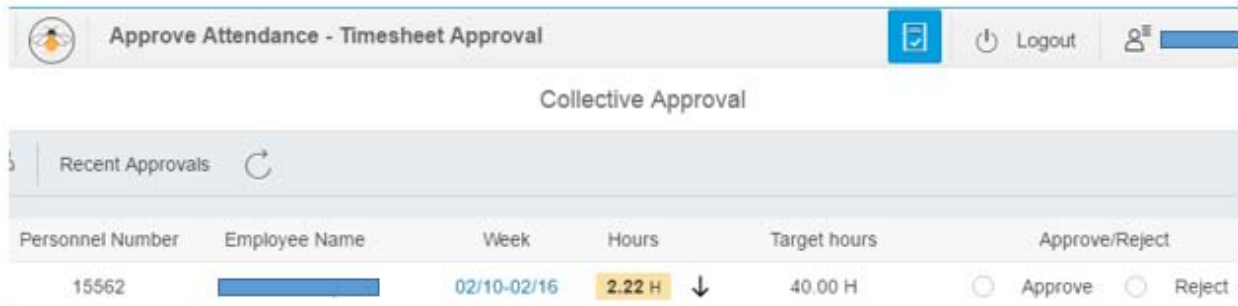
1. Choose Manager Self Service from Firefly main screen.



2. Choose Approve Attendance



3. Employee time waiting for approval will be displayed by week. You can approve the entire week at this level by selecting Approve and Save (bottom right of screen).



4. To see the time sheet detail click on the week dates.

| Personnel Number | Employee Name | Week | Hours |
|------------------|---------------|-------------|--------|
| 15562 | | 02/10-02/16 | 2.22 H |

5. Click "Approve" for each line you wish to approve or you can select "Approve All"

| Date | Type | Premium type | Hours | Start time | End time | Employee Comment | Approval/Reject |
|------------|------|--------------|-------|------------|----------|------------------|-----------------------------------------------------------------------|
| 02/13/2017 | REG | Resp. Pay 5% | 2.22 | 00:00 | 00:00 | | <input checked="" type="radio"/> Approve <input type="radio"/> Reject |



6. Click  button in lower right corner of Screen


Additional item for Approver:


When an approver goes in to employee detail they will see an area that displays any time already entered/approved.

| Att./Absence type | Att./abs. type text | Start Date | End Date |
|-------------------|---------------------|------------|------------|
| FNL | Funeral Leave | 02/10/2017 | 02/10/2017 |
| FNL | Funeral Leave | 02/10/2017 | 02/10/2017 |
| REG | Regular Planned Hrs | 02/10/2017 | 02/10/2017 |

Recent Approvals allows the approver to see items approved in the previous 30 days.

  **Approve Attendance - Timesheet Approval**



 Recent Approvals 