Time Approval Quick Reference CATS_APPR_LITE

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Approval of Time Sheet						
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R Immediate transfer to HR						

- **1.** Select the reporting period. Periodically using Current Year will show items missed from previous month(s).
- 2. Enter a personnel number for one employee, or a range of employees. To save time, create a variant using different categories of employees; staff, faculty, student-regular wage, student-work study.
- **3.** Select processing status; 10 for In process, 20 for Released for approval, 30 for Approved, 40 for Approval rejected, or use a range to do more than one or all of these.
- 4. Check Immediate transfer to HR or no time will be approved or rejected.
- 5. Click the Execute button to run the transaction.

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- **1.** Select line(s) to approve or reject. Multiple lines may be selected simply by clicking them one time.
- **2.** Approve \mathscr{A} or Reject \mathscr{A} lines as appropriate.
- Click the Back button to return to the select screen to run another variant, or click Menu→System→Log off to exit SAP.

The statuses of time entries are shown with four (4) different icons:



Approved

Rejected

Pending (ready to be approved or rejected)

Locked (time was "saved" but not "saved and released" for approval)

If you make a mistake, you can "Reset the Approval" or "Reset the Rejection" by selecting the appropriate line and then click the right side of the approve and or reject button (little piece of paper with black triangle).

Approve	Employee/ap	Reject			
Emple Reset Approval	Mr Kevin J Sonr		1585 ^{(h})0		

Choose the reset option from the dropdown menu. The time status will change to pending.