Quick Reference Guide for Approvers

1. Log in
   Go to http://www.vanderbilt.edu/ebiz/ and select eTimesheet. You will need a VUnetID and ePassword to log in.

2. Access the Worklist
   To view an Employee’s timesheet, click on the Employee’s name.
   - Employees listed – you are selected as their preferred approver.
   - The View All button lists all time off reports for the home department(s) where you are an ETO Approver.

3. Approve or Reject Timesheet

   **Approve** – To approve a timesheet:
   - Click on the employee name and review the timesheet for accuracy.
   - Click Approve to approve the timesheet.

   **Reject** – To reject a report for time correction:
   - Click Reject and enter a reason explaining why the report is being rejected in the comment box.

   - The employee will receive an automated email stating their timesheet has been rejected. The Employee must correct and resubmit the report for approval before the deadline.

   *Please remember that comments explaining reason for rejection will become a part of the employee’s permanent record. Maintain a professional context and protect the employee’s private health information. Only the last comment will be saved. You may want to (1) repeat the information in your comments if appropriate (2) keep hard copies if necessary or (3) keep .pdf files of rejections if you have a difficult situation you need to document.*

   - All reports must be approved in the system **no later than 3:59 p.m. on Monday** following the pay period end date (continued on next page).
4. Recalling an Approved Timesheet

If the Approver approves the timesheet but subsequently a mistake is discovered by the employee or the Approver, the Approver is then presented with the option to **Recall** the approved timesheet. Click on the approved report in your worklist. The *Recall* button will be located at the bottom of the timesheet.

The Recall process then unlocks the timesheet. A “recalled” timesheet will return to submitted status in your worklist. This enables **the approver to reject the timesheet**. From there, the employee can make the necessary change to their timesheet and resubmit it back to their Approver. The approver can then approve (or reject) the timesheet.