

Quick Guide: Approve Student Timesheets

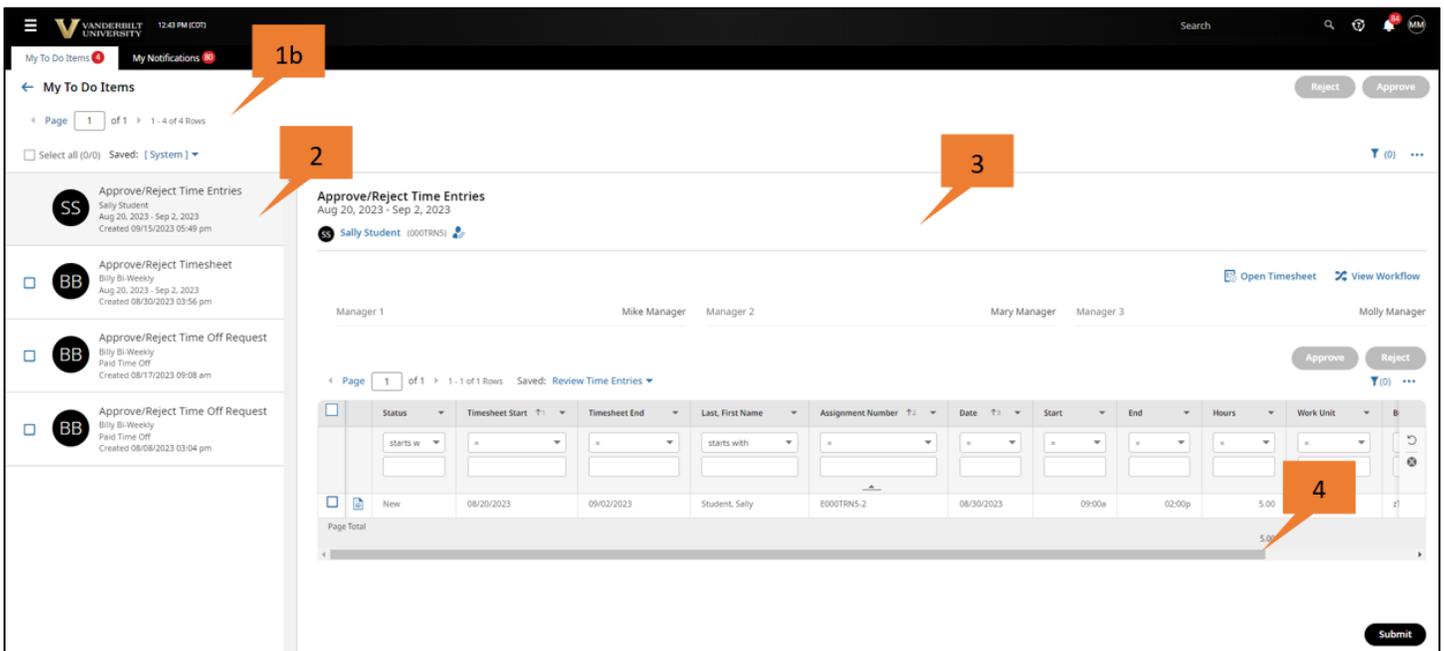
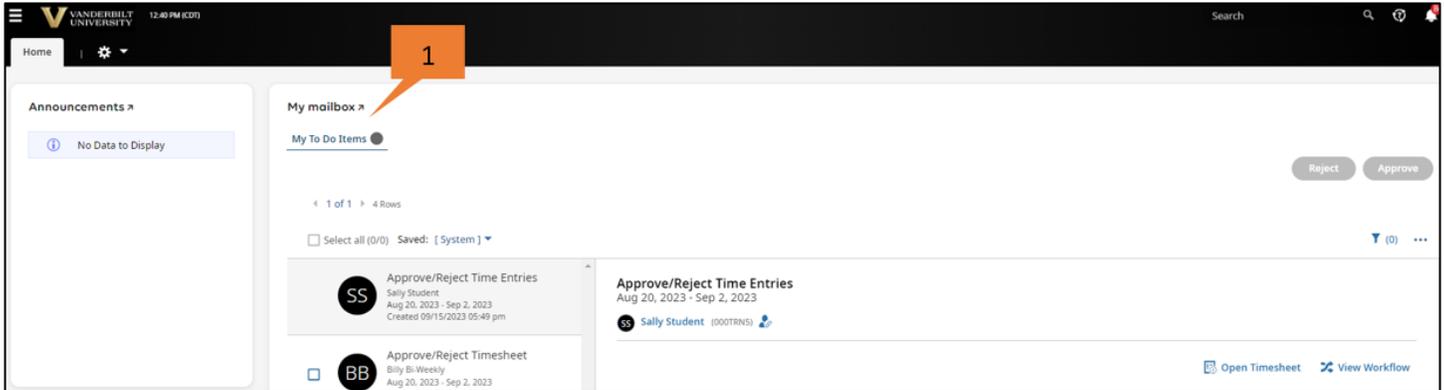


Approve Student Timesheets

Navigation: Log into timesheets.vanderbilt.edu or return to the UKG (Kronos) dashboard by clicking on the Vanderbilt University logo

1. Select **My Mailbox** in the middle of your screen.

Note: By clicking on My Mailbox, it will expand the My To Do Items (1b), or you can work the My To Do Items from the main dashboard.



2. Once in **My To Do Items**, you will notice that the student employees' time entries are grayed out, and there is not a select box on the far left side.
3. Review and approve the student time entries in the center of the screen.
Note: If the student has multiple assignments, you will only see those hours they've worked for you.
4. Use the scroll bar to confirm the student time submission is correct.

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My To Do Items | My Notifications

Approve/Reject Time Entries
Sally Student
Aug 20, 2023 - Sep 2, 2023
Created 09/15/2023 05:49 pm

Approve/Reject Timesheet
Billy Bi-Weekly
Aug 20, 2023 - Sep 2, 2023
Created 08/30/2023 03:56 pm

Approve/Reject Time Off Request
Billy Bi-Weekly
Paid Time Off
Created 08/17/2023 09:08 am

Approve/Reject Time Off Request
Billy Bi-Weekly
Paid Time Off
Created 08/08/2023 03:04 pm

Approve/Reject Time Entries
Aug 20, 2023 - Sep 2, 2023
Sally Student (000TRNS)

Manager 1 Mike Manager Manager 2 Mary Manager Manager 3 Molly Manager

Open Timesheet View Workflow

Approve Reject

Status	Timesheet Start	Timesheet End	Last, First Name	Assignment Number	Date	Start	End	Hours	Work Unit	
starts w	=	=	starts with	=	=	=	=	=	=	
<input checked="" type="checkbox"/>	New	08/20/2023	09/02/2023	Student, Sally	E000TRNS-2	08/30/2023	09:00a	02:00p	5.00	00002 - Demo

Page Total 5.00

Submit

5. Use the select all box to select the time entries.
6. Select **Approve** or **Reject** on the right side above the time entries (the buttons are black) to take action on the selected timesheet. The status will change from New to Approve or Reject, depending on what you selected.

My To Do Items | My Notifications

Approve/Reject Time Entries
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Created 09/15/2023 05:49 pm

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Approve/Reject Time Entries
Aug 20, 2023 - Sep 2, 2023
Sally Student (000TRNS)

Manager 1 Mike Manager Manager 2 Mary Manager Manager 3 Molly Manager

Open Timesheet View Workflow

Approve Reject

Approved 1 time entries.

Status	Timesheet Start	Timesheet End	Last, First Name	Assignment Number	Date	Start	End	Hours	Work Unit	
starts w	=	=	starts with	=	=	=	=	=	=	
<input checked="" type="checkbox"/>	Approved	08/20/2023	09/02/2023	Student, Sally	E000TRNS-2	08/30/2023	09:00a	02:00p	5.00	00002 - Demo

Page Total 5.00

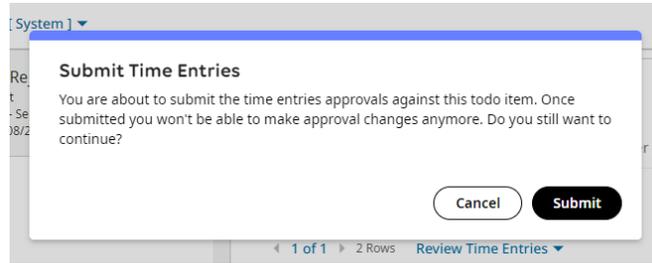
Submit

7. Click **Submit** at the bottom of the screen to submit the timesheet.

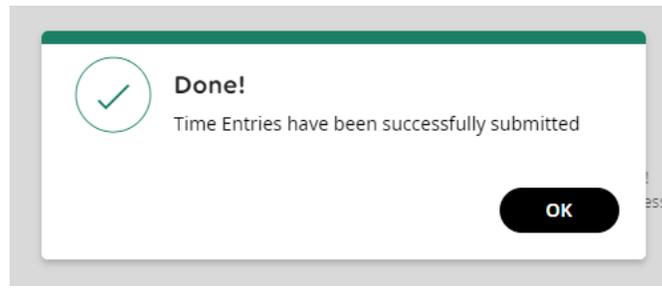
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8. A popup box for **Submit Time Entries** will appear; click **Submit**.



9. A popup box will confirm **Done!** Time Entries have been successfully submitted.



10. Another option for approving a student time entry is to open the student timesheet, select the Calc Detail tab, select the ellipsis (...) then approve or reject the time entry for that day. A manager will need to do this for each individual time entry related to their assignment.

Date	Raw From	Raw To	Raw Total	Schedule	Calc From	Calc To	Calc Break	Calc Total	Weekly Total	Pay Period Total	Person Assignments	Regular
SUN Aug 20			0.00	N/A			0.00	0.00	0.00	0.00		-
MON Aug 21			0.00	N/A			0.00	0.00	0.00	0.00		-
TUE Aug 22			0.00	N/A			0.00	0.00	0.00	0.00		-
WED Aug 23			0.00	N/A			0.00	0.00	0.00	0.00		-
THU Aug 24			0.00	N/A			0.00	0.00	0.00	0.00		-
FRI Aug 25			0.00	N/A			0.00	0.00	0.00	0.00		-
SAT Aug 26			0.00	N/A			0.00	0.00	0.00	0.00		-
SUN Aug 27			0.00	N/A			0.00	0.00	0.00	0.00		-
MON Aug 28			0.00	N/A			0.00	0.00	0.00	0.00		-
TUE Aug 29			0.00	N/A			0.00	0.00	0.00	0.00		-
WED Aug 30	09:00 am	02:00 pm	5.00	N/A	09:00 am	02:00 pm	-	5.00	5.00	5.00	zTraining/00002 - Demo/E000TRNS-2	5.00
THU Aug 31	03:00 pm	03:00 pm	2.00	N/A	01:00 pm	03:00 pm	-	2.00	7.00	7.00	zTraining/00002 - Demo/E000TRNS-1	2.00
FRI Sep 1	08:00 am	10:00 am	2.00	N/A	08:00 am	10:00 am	-	2.00	9.00	9.00	zDemonstration/00001 - Teach/E000TRNS	2.00