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.

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- 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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- 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.

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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.

Done! Time Entries have been successfully submitted
ОК

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.

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V 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		
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V SAT Aug 26			0.00	N/A			0.00	0.00	0.00	0.00		-
V SUN Aug 27			0.00	N/A			0.00	0.00	0.00	0.00		
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