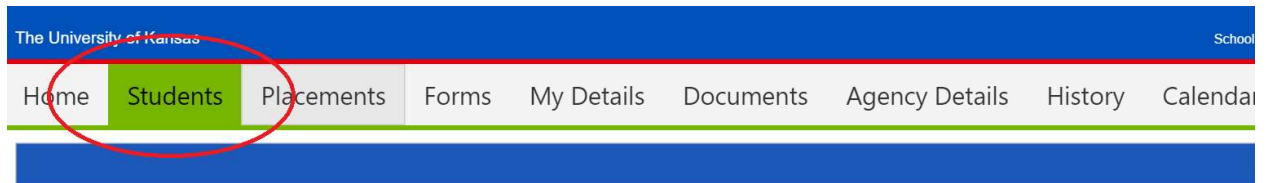


## Sonia Approving Timesheets Guide

### Steps:

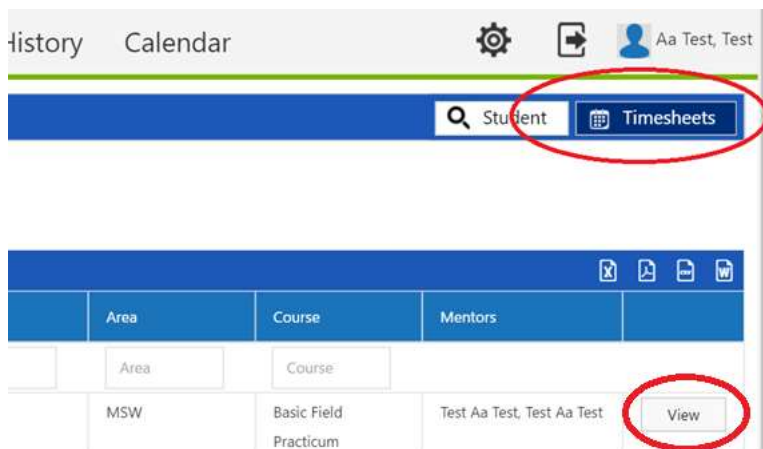
1. Click on the Students tab from the homepage.



Current Students

	First Name	Last Name	Mobile Phone	Site	Date ▲	School	Shift	Area
	First Name	Last Name	Mobile Phone	Site	Date	School	Shift	Area
	Jennifer	A. Marsh		Test Agency #1	8/22/2016 - 4/21/2017	School of Social Welfare		MSW

2. At the far right of the screen, click the Timesheets button; or alternatively, you can click the “View” button next to the student’s name and then click the Timesheets button when you enter their file:



- You can approve timesheets in two ways- in bulk or individually. First, to approve in bulk, click on the boxes next to each time submission that you want to approve:

Timesheets Bulk Add

Placement Group: 2016-17 KU Western Kansas M... Show Students

Timesheets Bulk Action ✔ Approve

<input type="checkbox"/>	Student Id	First Name	Last Name	Site	Date	Duration	Duration Unit	Activity	Attendance Status	Timesheet Status	
<input type="checkbox"/>	1234567	Jennifer	A. Marsh	Test Agency #1	9/2/2016	4.00	Hours	Practicum	Attended	Submitted	✔ ⚠ ⌂
<input type="checkbox"/>	1234567	Jennifer	A. Marsh	Test Agency #1	9/1/2016	8.00	Hours	Practicum	Attended	Submitted	✔ ⚠ ⌂

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\*If you want to approve every time listed, you can click on the box at the top of the list to select all lines simultaneously.

Then, click on the “Approve” button:

Timesheets Bulk Add

Placement Group: 2016-17 KU Western Kansas M... Show Students

Timesheets Bulk Action ✔ Approve ⚠ Unapprove ⏪ Resubmit

<input type="checkbox"/>	Student Id	First Name	Last Name	Site	Date	Duration	Duration Unit	Activity	Attendance Status	Timesheet Status		Date Updated	Updated By
<input type="checkbox"/>	1234567	Jennifer	A. Marsh	Test Agency #1	9/2/2016	4.00	Hours	Practicum	Attended	Submitted	✔ ⚠ ⌂	9/15/2016 8:24 AM	1367553
<input type="checkbox"/>	1234567	Jennifer	A. Marsh	Test Agency #1	9/1/2016	8.00	Hours	Practicum	Attended	Submitted	✔ ⚠ ⌂	9/15/2016 8:24 AM	1367553

You also have the option to unapprove the time, or to indicate to the student the time needs to be updated and resubmitted (those buttons are right next to the Approve icon).

- To approve lines individually, click on the box next to the individual line you plan to approve. Then click on the “Approve” icon on that individual line:

✔ Approve ⚠ Unapprove

<input type="checkbox"/>	Student Id	First Name	Last Name	Site	Date	Duration	Duration Unit	Activity	Attendance Status	Timesheet Status		Date Updated
<input type="checkbox"/>	1234567	Jennifer	A. Marsh	Test Agency #1	9/2/2016	4.00	Hours	Practicum	Attended	Submitted	⊗ ⚠ ⌂	9/15/2016 8:24 AM
<input type="checkbox"/>	1234567	Jennifer	A. Marsh	Test Agency #1	9/1/2016	8.00	Hours	Practicum	Attended	Submitted	✔ ⚠ ⌂	9/15/2016 8:24 AM

Page size: 10

You also have the option to unapproved the time, or to indicate to the student that the time needs to be updated and resubmitted (those icons are right next to the Approve icon).