# **About Approvals**

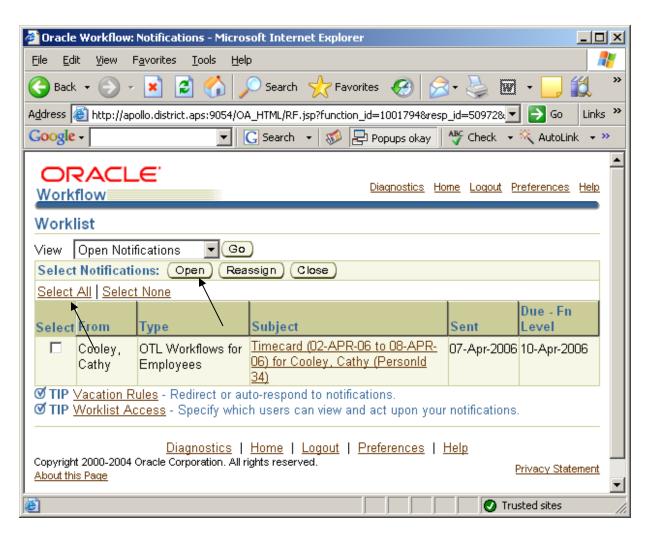
- Each detail line creates a separate approval process
  - Certain types of time approved by supervisors, others by account code budget authority
- Timecard is not approved until all lines are approved
- Approvers can only Approve, Reject or Request Information. They cannot modify a timecard.
- Approvers can reassign timecards or grant access to their Worklist to others
- Although approvals can be done either inside Oracle or through E-mail, the process is quicker inside
  Oracle.

## Approvals in Oracle



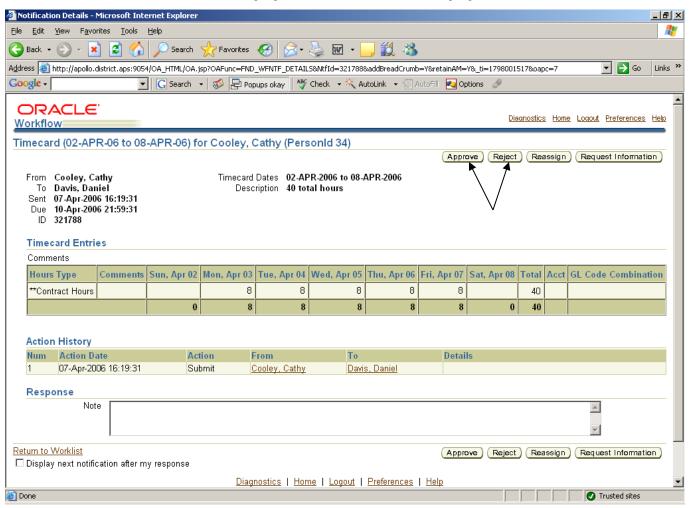
- Log into Oracle, click on APS Self Service Time responsibility
- Click on Approval Worklist

# **Applications Approvals**



- To open a single timecard, click on "Subject" link
  - HINT: If you have multiple timecards to approve, click "Select All", then "Open" and approvals will go more quickly!

# **Applications Approvals**



- Click Approve or Reject.
- If all time entered is correct, click **Approve.**
- PLEASE pay careful attention to work hours, leave hours, sub pay, etc.
- If there is an error, click Reject.
- •ALWAYS add a Note explaining the rejection.
  - •The employee will need to update (correct) the timecard and resubmit for approval.