

## NYIT Self-Service Application Supervisor Timesheet Approval Process

The NYIT Employee Self-Service (ESS) portal now includes NYIT's online time and leave tracking system. All staff with Oracle access can use online **Time Sheet** and **Time-Off Request** forms to record their time through the ESS portal. Once an employee's timesheet or absence request has been submitted, supervisors should approve or decline these items through ESS.

[NYIT Employee Self-Service Portal](#) → [NYIT Human Resource Office](#)

Supervisors can review and approve timesheets and absences in one of two ways:

1. From the Workflow Notification **Worklist**, by clicking directly on a **Subject line** or
2. Using options listed under **NYIT Manager Self-Service** on the **Main Menu**.

### Oracle Applications Home Page

**Main Menu**

Personalize

- NYIT Employee Self-Service
- NYIT Manager Self-Service
  - Absence Management
  - Time Entry
  - Time Approval
  - Dashboard

**Worklist**

Full List (1)

Type	Subject	Sent
HR	<a href="#">Time-off Request for Mouse, Mickey</a>	23-Jan-2019

✓ **TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.

✓ **TIP** [Worklist Access](#) - Specify which users can view and act upon your notifications.

## 1. **Worklist: Approving Absence Requests and Timesheets**

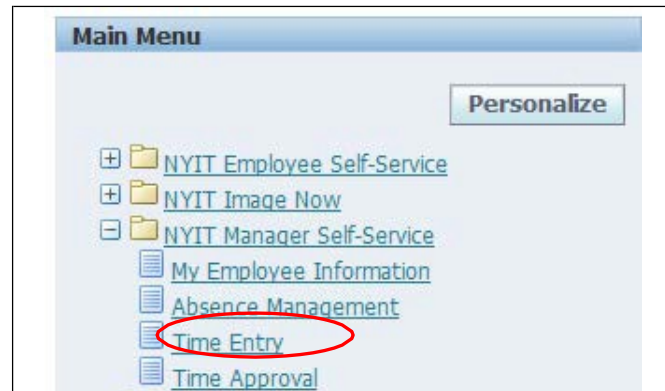
If you choose to review employee requests from the ESS Worklist section, click on ‘Leave of Absence’ for a specific employee to view the details of the employee’s Absence Request. In response to the request, you can approve, reject or reassign (transfer authority to another employee).

For timesheet approvals, if you approve or reject an individual’s timesheet, you will not be further prompted and the approval process will be complete. You may also reassign approval to another employee or request additional information from the individual whose timesheet you are approving.

## 2. **NYIT Manager Self-Service:**

**Main Menu: There are four options available to the supervisor from this area: Absence Management, Time Entry, Time Approval and Dashboard.**

Option 1 (Absence Management) and Option 2 (Time Entry) allow supervisors to create/update their employee’s absence and time-off entries as well as create a customized employee absence record.



Option 3 (Time Approval) and Option 3 (Dashboard) allows you to search for timesheets for a specific date range or by person, view details, or choose actions (approve, reject, or skip) for one or more timecards.

