

## Return Time Steps for Approvers

If an Approver approves a timesheet, he/she can recall the transaction by clicking the **Return Time** button.

**Time Sheet**

| Earnings Shift      | Special | Total | Total   | Sunday  | Monday  | Tuesday | Wednesday | Thursday | Friday  | Saturday | Sunday  | Monday  | Tuesday |
|---------------------|---------|-------|---------|---------|---------|---------|-----------|----------|---------|----------|---------|---------|---------|
| Rate                | Hours   | Units | Apr 18, | Apr 19, | Apr 20, | Apr 21, | Apr 22,   | Apr 23,  | Apr 24, | Apr 25,  | Apr 26, | Apr 27, | Apr 28, |
|                     |         |       | 2010    | 2010    | 2010    | 2010    | 2010      | 2010     | 2010    | 2010     | 2010    | 2010    | 2010    |
| Vacation 1 (rdg)    |         | 22.5  |         |         | 7.5     | 7.5     | 7.5       |          |         |          |         |         |         |
| <b>Total Hours:</b> |         | 22.5  |         |         | 7.5     | 7.5     | 7.5       |          |         |          |         |         |         |
| <b>Total Units:</b> |         |       | 0       |         |         |         |           |          |         |          |         |         |         |

**Routing Queue**

| Name       | Action and Date                       |
|------------|---------------------------------------|
| John Doe   | Originated Mar 19, 2010 10:50 am      |
| John Doe   | Submitted Mar 19, 2010 10:51 am       |
| Donna Hawk | <u>Approved</u> Mar 19, 2010 10:57 am |

**Account Distribution Default Data**

| Pay Period   | Effective Date | Percent | Index | Fund   | Organization | Account | Program | Activity | Location | Project | Type | Cost | Type |
|--------------|----------------|---------|-------|--------|--------------|---------|---------|----------|----------|---------|------|------|------|
| Apr 18, 2010 |                | 100.00  |       | 100010 | 310000       | 213300  | 310001  |          |          |         |      |      |      |

Previous Menu **Return Time**

In this case, the transaction reverts back to the **Pending** status. The Approver can edit the timesheet by clicking the **Change Record** button and then the **Approve** button to approve the timesheet, or the timesheet can be returned to the Originator for corrections by clicking **Return for Correction**.

Note that time entry deadlines have not changed.

**Employee ID and Name:** 66666666 John Doe | **Department and Description:** 9 310000 OBFS - UPBSC-Payroll Services  
**Title:** U65928-00, MANAGER, PAYROLL | **Transaction Status:** Pending

Previous Menu **Approve** **Return for Correction** **Change Record** Delete Add Comment

[Comments](#) | [Routing Queue](#) | [Account Distribution](#)

**Time Sheet**

| Earnings Shift      | Special | Total | Total   | Sunday  | Monday  | Tuesday | Wednesday | Thursday | Friday  | Saturday | Sunday  | Monday  | Tuesday |
|---------------------|---------|-------|---------|---------|---------|---------|-----------|----------|---------|----------|---------|---------|---------|
| Rate                | Hours   | Units | Apr 18, | Apr 19, | Apr 20, | Apr 21, | Apr 22,   | Apr 23,  | Apr 24, | Apr 25,  | Apr 26, | Apr 27, | Apr 28, |
|                     |         |       | 2010    | 2010    | 2010    | 2010    | 2010      | 2010     | 2010    | 2010     | 2010    | 2010    | 2010    |
| Vacation 1 (rdg)    |         | 22.5  |         |         | 7.5     | 7.5     | 7.5       |          |         |          |         |         |         |
| <b>Total Hours:</b> |         | 22.5  |         |         | 7.5     | 7.5     | 7.5       |          |         |          |         |         |         |
| <b>Total Units:</b> |         |       | 0       |         |         |         |           |          |         |          |         |         |         |

**Comments**

| Date                  | Made by    | Confidential | Comments            |
|-----------------------|------------|--------------|---------------------|
| Mar 19, 2010 10:59 am | Donna Hawk | No           | Time Sheet Returned |

**Routing Queue**

| Name       | Action and Date                      |
|------------|--------------------------------------|
| John Doe   | Originated Mar 19, 2010 10:50 am     |
| John Doe   | Submitted Mar 19, 2010 10:51 am      |
| Donna Hawk | <u>Pending</u> Mar 19, 2010 10:59 am |

**Note for Approvers: Originators can retract approved timesheets. Please check that all timesheets have been approved before the Time Entry Approval deadline.**