Supervisor Instructions-Electronic Time Sheets

As an approver, you will receive an email notification reminder when there are Time Sheets that require your approval. You will only receive the reminder email once every 24 hours. You may need to log in more frequently to approve time sheets as they are submitted. Approved time sheets are due to payroll by 12 noon on the Tuesday following a pay date, unless otherwise instructed.

The email will provide you with two direct links to the Time Sheets that require your review and approval. One link is for WebNow, which is the web version of ImageNow. The second link is an attachment that will take you into ImageNow, if installed on your computer. Either link will take you to the time sheet(s) for your review/approval.

Using the WebNow link (www.grcc.edu/webnow) or (webnow.grcc.edu):

- Webnow is not accessible using Chrome.
- WebNow will prompt you for your user name and password (which is the same user name and password you use to login to your computer).
- Once logged in, you will be directed to the workflow queue that contains the time sheet(s) requiring your review and approval.
- You can open each time sheet by double clicking a record, or by a right click and select open.

Review each time sheet in its entirety. If there is an error on the time sheet, use the “notes” section in the lower right corner of the screen, to let the employee know what needs to be corrected.
To approve, select the action “Route Forward” from the menu on the left side of the screen. The following pop up box will appear, giving you options for routing forward. Approved is set as the default action. By clicking the “Route” button the time sheet will be sent to the approval queue for payroll processing.

If there is a problem with a time sheet and you need to let the employee know that they need to submit a new time sheet, click on the “+” next to the “Manual” category and select “HR Approval Denied”. The employee will receive an email that will include the reason the time sheet was denied, from the “notes” section. The employee will need to re-submit a new time sheet. The one that is denied cannot be corrected.

You may need to delete a time sheet, if an employee submits a corrected or duplicate time sheet. Please follow the instructions above using “HR Approval Denied”, and the time sheet will be removed from your queue.

If you will be out of the office and unable to approve your employees’ time sheets, you will need to send an email to the IT Help Desk notifying them of whom you are designating as your temporary replacement. If they are not made aware of your replacement, it may cause a delay in the processing of their time sheets.

To view all of your employees’ time sheets:

Use the WebNow link (www.grcc.edu/webnow) or (webnow.grcc.edu) to login. From the menu on the left, click on “My Employee’s Documents” to search for time sheets. You can search using Employee ID, Employee Name or Timesheets for Pay Date.