

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.

Follow the instruction provided in the email:

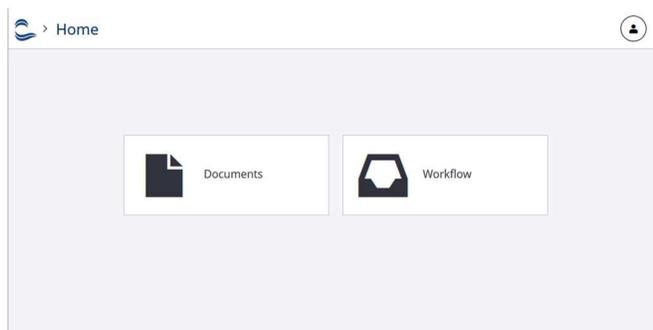
- Click on the link in the body of the email to be directed to the time sheets that require your review and approval.

OR

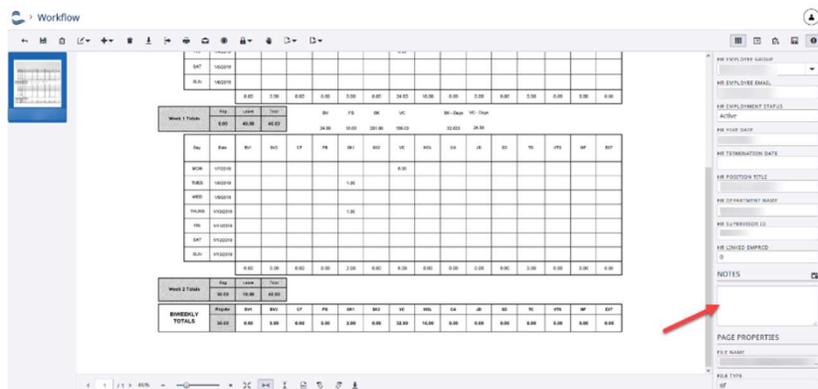
- Click on the attachment to approve through ImageNow (if installed).

You also have the option of logging directly into eDocs at edocs.grcc.edu

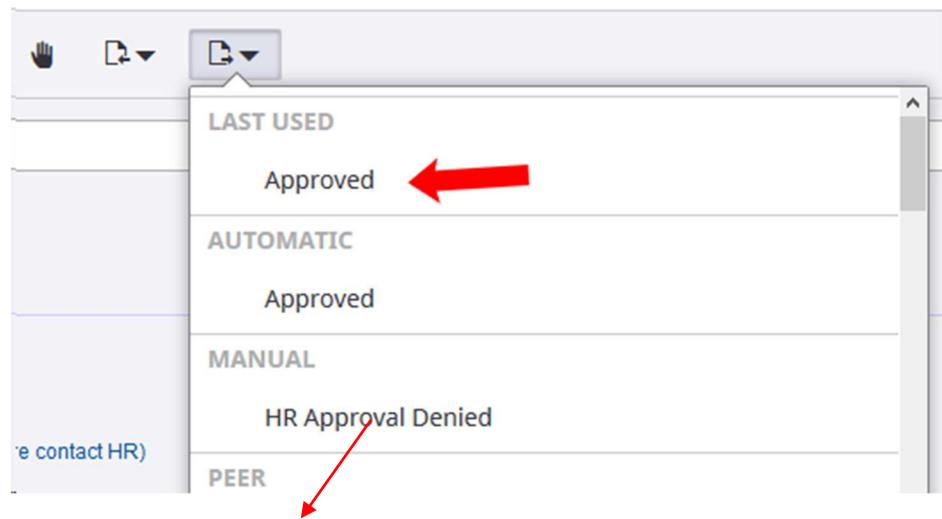
- eDocs will prompt you for your user name and password (which is the same user name and password you use to login to your computer).
- Once logged in, click on the workflow link and navigate to the “Human Resources – Approval” workflow.
- You can open each time sheet by double clicking a record, or by a right click and select open.
- eDocs is not accessible from off campus.



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 (you may need to use the scroll bar to see this option).



To approve, select the icon “Route Forward” from the menu in the top center of the screen. A drop down will appear, giving you options for routing forward. “Approve” is set as the default action. By clicking the “Approve” option the time sheet will be sent to the approval queue for payroll processing.

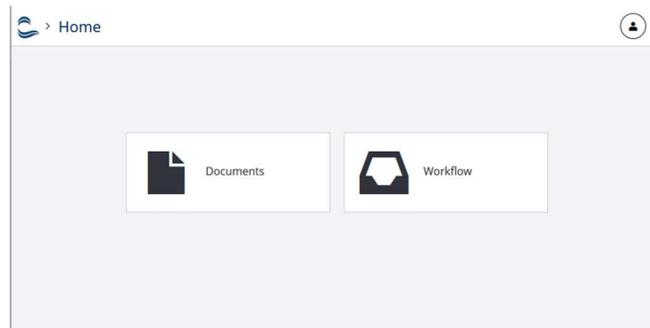


To deny, select the icon “Route Forward” from the menu in the top center of the screen. A drop down will appear, giving you options for routing forward. Select “HR Approval Denied”. The employee will receive an email that will include the reason the time sheet was denied from the “Notes” section. The employee will need to re-submit a new time sheet. The one that is denied cannot be corrected.

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.

To view all of your employees’ time sheets:

- To view all of your employee's time sheets: Use the eDocs link edocs.grcc.edu to login.
- Click on the Documents tile



- 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" by expanding the selection on the left.

