Regent University

Quick Reference Guide

Approvers

TIPS & REMINDERS

- Timesheet policies and processes have not changed. They are the same as they were with paper timesheets.
- Note the deadline for approval online. You must approve all timesheets and/or leave reports by this date.
- You can not make changes to timesheets/leave reports after they've been approved.
- **Return for Correction** should only be used when sufficient time exists to meet the deadline.
- Inform employee if timesheet/leave report has been returned for correction.
- Just need help? For pay-related errors/questions, call the **Business Office** at (757) 352-4054. For other employee self-service errors/ questions, call the **Human Resources** department at (757) 352-4031. For other hair-pulling computer problems, call the **Help Desk: (757) 352-4076.**

ACCESSING GENISYS

1. Type **my.regent.edu** into your web browser.
2. In the **MyRegent ID** box, type your *MyRegent ID.*
3. In the **Password** box, type your *password*.
4. Click the **Login** button.
5. Click on **Genisys.**
6. Click the **Employee Services** tab.
7. Follow instructions shown in this guide depending on what you want to accomplish.

OPENING YOUR TIMESHEET

1. Click the **Time Sheet** link from the **Employee Services** tab**.**
2. Click the **My Choice** radio button for *Access My Time Sheet*.
3. Click the **Select** button.
4. Refer to the Quick Reference Guide for Hourly (Non-Exempt, Paid Twice a Month) Employees to enter your hours.

OPENING YOUR LEAVE REPORT

1. Click the **Leave Report** link from the **Employee Services** tab**.**
2. Click the **My Choice** dot for *Access My Leave Report*.
3. Click the **Select** button.
4. Refer to the Quick Reference Guide for Monthly (Exempt) Employees to enter your time away from work.

REVIEWING & APPROVING AN EMPLOYEE'S TIMESHEET/LEAVE REPORT

1. Click the **Time Sheet/Leave Report** link from the **Employee Services** tab**.**
2. Click the **My Choice** radio button for *Approve or Acknowledge Time*.
   Note: If you're acting on behalf of another Approver, select the appropriate choice from the *Act as Proxy* dropdown box.
3. Click the **Select** button.
4. Click on the **My Choice** radio button for the department of the employee(s) you're reviewing/approving timesheets/leave reports for.
5. From the **Pay/Leave Period** dropdown, select the *current* pay/leave period.
6. Click on the appropriate **My Choice** radio button if you'd like to change the sort order for employees you're reviewing/approving time for.
7. Click on the **Select** button.
8. In the **Other Information** column, click on **Comments** link if it exists. Review comments.
9. In the **Name and Position** column with *Pending* status, click the employee's name.
10. Review the submitted timesheet/leave report in detail. Be sure to scroll down to view all information.
11. Click the **Approve** button.
    Note: The page will refresh and display a message that the Timesheet/leave report was approved.
12. Click the **Previous Menu** button to return to the Department Summary page..

RETURNING A TIMESHEET/LEAVE REPORT FOR CORRECTIONS

If you find problems on a timesheet/leave report that the employee must correct, return the timesheet for correction as follows:

1. From the Employee Details page, click the **Add Comment** button.
2. Type a message to the employee explaining what corrections are needed for their timesheet/leave report to be approved.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to the timesheet.
5. Click the **Return for Correction** button.
6. Click the **Previous Menu** button to return to the Department Summary page.
7. Inform employee that timesheet/leave report needs to be corrected and resubmitted for approval.

OVERRIDING TIMESHEET/LEAVE REPORT ENTRIES

You may need to make a correction on an employee's timesheet/leave report:

1. From the Employee Details page, click the **Change Time Record/ Change Leave Record** link.
2. Click the link for the hours or entry to be changed.
3. Type the correct hours or entry.
4. Click the **Save** button.
5. Click the **Comments** button.
6. Type a message indicating the corrections you've made.
7. Click the **Previous Menu** button to return to the timesheet/leave report.
8. Click the **Approve** button.
   Note: The page will refresh and display a message that the timesheet was approved.
9. Click the **Previous Menu** button to return to the Department Summary page.

DESIGNATING A PROXY

A proxy is a person who can act as an Approver if you're not available.

1. On the *Selection Criteria* page, click the **Proxy Setup** link at the bottom of the page**.**
2. From the **Name** dropdown box, select the person you want designated as a proxy.
3. Click the dot under **Add**.
4. Click the **Save** button.