

Approving Timesheets and Leave Reports (v 6.0)

Overview

This document is provided as a resource to assist you approving time sheets and leave reports submitted by your employees. Timesheets and leave reports must be approved by employees' supervisors before they are processed by the Payroll Office. Failure to approve time sheets before the deadline each pay period may result in employees in your department not being paid on time, so it is critical not only that employees submit their time sheets, but that you approve their time sheets, in a timely manner. The steps within this document will guide you through this process. At any time should you need assistance, feel free to contact your supervisor or one of the individuals listed in the Helpful Contacts section below.



Attestation

As an approver (or proxy for an approver) of time worked or leave taken, you are attesting to the accuracy of the information being approved. Please carefully check the information submitted to you prior to approving. If, for any reason, the information is incorrect, please return the document to the submitter and request that a correction be made and the document resubmitted for approval. Once the approval has been made, you – as the approver – assume responsibility for the accuracy of the information. In the event that, during processing, an error is detected by the Payroll Office, a notice will be sent to the employee and their approver for manual correction of a paper version of time submitted. It is the approver's responsibility to verify any changes or corrections made after the initial approval of the original document.

Helpful Contacts

Should you encounter difficulty in approving time sheets or leave reports, contact one of the following individuals for assistance.

You cannot log into mySam

Info. Resources	Help Desk	(936) 294-1950	helpdesk@shsu.edu
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You can access your department's time sheets and leave reports but the system displays the wrong employees, or employees are missing

Payroll	Phyllis Highland	(936) 294-3248	pmm006@shsu.edu
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Web Time Entry & Leave Report Navigation

Navigation Buttons

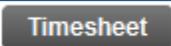
As you navigate the system, you will see a variety of navigation buttons. The following guide explains the function of each button.

Account Distribution	Allows you to view the account distribution for the time sheet. The account or labor distribution is the account from which the employee will be paid.
Add Comment	Adds a comment to a time sheet or leave report during the approvals process.
Add New Line	Adds another time in/out work period to the time sheet for a specific day.
Approve	Approves the time sheet or leave report.
Cancel	Cancels out of the current screen.
Change Record	Opens a submitted time sheet or leave report for editing so that you may change it yourself. It is generally preferred that you use the Return for Correction button instead to request that the employee make the corrections.
Comments	Accesses the Comments portion of the leave report.
Copy	Copies time from the current day to other days in the same pay period.
Delete	Deletes the time previously entered on a specific day.
Leave Report	Returns you to the pay period leave report view.
Next	Moves forward to the next work week on the time sheet or leave report.
Next Day	Takes you to the next day's leave report. Used when viewing the time sheet or leave report for a specific day.
Position Selection	Returns you to the leave report selection screen, where you can select a time sheet or leave report for a different job assignment or pay period.

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Preview	Generates a preview of the time sheet or leave report before submitting it. The preview function allows you to see the full pay period on one screen, but does not allow you to edit any time.
Previous	Moves backward to the previous work week on the time sheet or leave report.
Previous Day	Takes you to the previous day's time sheet or leave report. Used when viewing the time sheet or leave report for a specific day.
Previous Menu	Returns you to the previous menu or screen.
Restart	Restarts the time sheet or leave report. Use this button with caution; restarting a time sheet or leave report will delete all time that has been entered and reset the report to its original state.
Return for Correction	Returns a time sheet or leave report to the employee for correction. If you return a time sheet or leave report, you should first add comments to it explaining what needs correction. After the employee has corrected the time sheet or leave report, he or she will need to resubmit it to you for approval.
Return Time	Allows an employee to recall his or her time sheet to make changes. This button is similar to the Return for Correction button you have access to as an approver. If an employee recalls his or her time sheet after you have approved it, you will need to approve the time sheet again after the employee has resubmitted it. This function is not available on time sheets that have already been processed by the Payroll Office.
Save	Saves the data on the time sheet or leave report. Used when entering time or comments.
Select	Selects the query information entered and continues to the next form in the approval process.
Select All, Approve or FYI	Allows you to select all of the time sheets or leave reports that were submitted to you. This button enables a mass-approve or mass-acknowledgement of the time sheets or leave reports for the pay period. This button is only available in the department summary view.
Submit	Submits the information on the current screen. Used primarily when certifying your leave report during the leave report submission process.

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	Submits your leave report to your supervisor for approval.
	Returns you to the pay period time sheet. This button is primarily used when viewing the time sheet for a specific day.

Keyboard Shortcuts

When entering time on your leave report, you don't always have to reach for your mouse to navigate the system. The following keyboard shortcuts will work to move within a time sheet or leave report.

	The tab key can be used to move between fields on the time sheet or leave report.
	The enter key will select the item your cursor is currently on, or allow you to submit the current form.
	The escape key will clear any unsaved data in the current field.

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Approving Timesheets and Leave Reports

Accessing Your Department's Reports

The procedure below will guide you in accessing the time and leave reporting system in order to approve your department's time sheets and leave reports. If your department is not accessible, you should contact the Payroll Office using the contact information listed on page 1 of this document.

1. Log into mySam with your Sam ID and password.
2. Click the Employee tab.
3. The time and leave reporting channel should display the department(s) you need to approve.



If you approve reports for more than one department, you will see multiple departments listed. Additionally, if you approve both time sheets for hourly employees and leave reports for salaried exempt employees, you will see both time sheets and leave reports listed separately.

4. Click on the pay period for the desired department.
5. The Selection Criteria form below will load. Select "Approve or Acknowledge time" from the list by clicking the radio button in the "My Choice" column, and then clicking the Select button.

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▾
Act as Superuser:	<input type="checkbox"/>

Select

Proxy Set Up

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6. You will now see a form that displays the time sheets and/or leave reports you have available to approve.

The screenshot shows a web form with two main sections: "Time Sheet" and "Leave Report".

Time Sheet Section:

- Section header: "Time Sheet"
- Form fields: "Department and Description" (radio button selected), "My Choice", and "Pay Period" (dropdown menu).
- Values: "B, 10, Office of President", "B, 10, Office of President", and "BW, Feb 14, 2010 to Feb 27, 2010".

Leave Report Section:

- Section header: "Leave Report"
- Form fields: "Department and Description" (radio button selected), "My Choice", and "Leave Period" (dropdown menu).
- Values: "B, 11004, Dept of Biological Sciences", "B, 11004, Dept of Biological Sciences", and "SA, Oct 16, 2010 to Oct 31, 2010".

Sort Order Section:

- Section header: "Sort Order"
- Form field: "My Choice" (radio button selected).
- Text: "Sort employees' records by Status then by Name:"
- Form field: "Sort employees' records by Name:" (radio button selected).
- Button: "Select"

7. If you are approving time sheets, you will make a selection under the **Time Sheet** heading. If you are approving leave reports, you will make a selection under the **Leave Report** heading. In each section, the departments you are authorized to approve will be listed. To make a selection, click the radio button in the **My Choice** column for the department you wish to approve. Next, select the pay period you want to approve from either the **Pay Period** column (for time sheets) or **Leave Period** column (for leave reports).
8. You may select whether to sort the department approvals summary list by status and name, or just by employee names, using the radio buttons under the **Sort Option** heading. How you sort the department approvals summary list is a matter of personal preference, and both options will allow you to see all employees in your department and their current time sheet or leave report status.
9. Click the **Select** button to continue. Your department approvals summary list will load.

Using the Department Approvals Summary View

Once you reach the Department Approvals Summary page, you will see a list of the employees you need to approve. The process for viewing, approving, changing, or returning time sheets or leave reports is essentially the same, so the steps below will work regardless of whether you have selected to approve time sheets or leave reports.

1. The department approvals summary will display a list of the employees in your department, and the status on their timesheet or leave report. You can only take action on a time sheet or leave report that has been submitted to you. Some of the various statuses you may see on time sheets or leave reports are:
 - **Not Started:** This status indicates that the employee has not yet accessed his or her time sheet or leave report for the pay period.
 - **In Progress:** This status indicates that the employee has opened his or her time sheet or leave report and has started entering time for the pay period.

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- **Pending:** This status indicates that the employee has submitted his or her time sheet for approval, and the report is ready for you to approve.
- **In the Queue:** This status indicates that a time sheet or leave report has been submitted for approval, but another supervisor must first approve it before the report routes to you for your approval.
- **Approved:** This status indicates that you have completed the approval of the time sheet or leave report.
- **Completed:** This status indicates that the time sheet or leave report has been previously approved and has now been processed by the Payroll Office.

COA: B, SCT University
 Department: 11004, Dept of Biological Sciences
 Pay Period: Sep 16, 2010 to Sep 30, 2010
 Act as Proxy: Not Applicable
 Pay Period Time Entry Status: Open until Oct 02, 2010, 12:00 P.M.

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
710000015	Barbara Barton C10004 - 00 Student Assistant - Biology	Approve	5.25	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Comments Leave Balance

Pay Event Transactions

Action required by all approvers: 0
 Time or Leave Transactions Approved or FYI: 0
 Time or Leave Transactions Awaiting Approval or FYI: 1
Total: 1
Total Hours: 5.25
Total Units: .00

- On each employee's record that is in a pending status, you will see the following links and checkboxes:
 - **Employee's Name:** The employee's name is a link that will take you to the detailed time sheet or leave report.
 - **Total Hours and Total Units:** These columns indicate the total hours and/or units of pay entered on the time sheet or leave report. The detailed breakdown of these hours or units of pay can be viewed by clicking the employee's name to access the full time sheet or leave report.
 - **Approve or FYI:** This checkbox allows you to approve or acknowledge the time sheet or leave report. After clicking this checkbox, clicking the button will complete the action in the **Required Action** column.
 - **Return for Correction:** This checkbox allows you to return the time sheet or leave report to the employee for correction. Returned time sheets or leave reports should have comments entered first, before the report is returned, so that the reason for the return is documented. Please see the directions on adding comments to a time sheet or leave report on page 10 of this document.
 - **Change Time/Leave Record:** This link allows you to open the time sheet or leave report in editing mode, and make changes to the report. Any changes you make directly to the time sheet or leave report should be documented in the comments section. The preferred procedure for editing an incorrect time sheet or leave report is to return the report to the employee with a request that

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the employee make the changes. Supervisors should change time sheets or leave reports only when special circumstances exist that would prevent the employee from completing the corrections himself or herself before the time entry or leave report deadline.

- **Comments:** Allows you to view and/or edit comments on the time sheet or leave report. This link will not display on leave reports that have no comments entered.
 - **Leave Balance:** Allows you to view the current leave balances for the employee.
3. To view the time sheet or leave report, click the employee's name.

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
710000016	Patricia De Vita C1001 - 00 Chair, Department of Biology	Approve	.00	40.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Leave Record Leave Balance

4. The employee's time sheet or leave report will now load in preview mode. You will be able to see the details of the hours entered for the pay period.

Viewing the Details of a Time Sheet or Leave Report

1. The top portion of the time sheet or leave report will contain columns for each day of the pay period, and rows for either hours worked (time sheets) or each type of leave (leave reports). The images below show the top portion of a time sheet and leave report in the approver's view.

Select Next or Previous to access another employee.

Employee ID and Name: 710000015 Barbara Barton **Department and Description:** B 11004 Dept of Biological Sciences
Title: C10004-00 Student Assistant - Biology **Transaction Status:** Pending

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

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Thursday Sep 16, 2010	Friday Sep 17, 2010	Saturday Sep 18, 2010	Sunday Sep 19, 2010	Monday Sep 20, 2010	Tuesday Sep 21, 2010	Wednesday, Sep 22, 2010	Thursday Sep 23, 2010	Friday Sep 24, 2010	Saturday Sep 25, 2010	Sunday Sep 26, 2010	Monday Sep 27, 2010	Tuesday Sep 28, 2010	Wednesday, Sep 29, 2010	Thurs Sep 30, 2010
Regular	1		5.25						4	1.25									
Gross																			
Hourly																			
Total Hours:			5.25						4	1.25									
Total Units:				0															

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Leave Report																
Earnings	Total Hours	Total Units	Saturday, Oct 16, 2010	Sunday, Oct 17, 2010	Monday, Oct 18, 2010	Tuesday, Oct 19, 2010	Wednesday, Oct 20, 2010	Thursday, Oct 21, 2010	Friday, Oct 22, 2010	Saturday, Oct 23, 2010	Sunday, Oct 24, 2010	Monday, Oct 25, 2010	Tuesday, Oct 26, 2010	Wednesday, Oct 27, 2010	Thursday, Oct 28, 2010	Friday, Oct 29, 2010
Vacation Pay	40				8	8	8	8	8							
Total Hours:	40				8	8	8	8	8							
Total Units:		0														
Leave Balances as of Oct 21, 2010																
Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance									
Comp Time	Hours	0	Jun 23, 1987	0	10	0	10									
Sick Pay	Hours	0	Jun 23, 1987	278.48	16.42	0	294.9									
Unpaid Leave	Hours	0	Jun 23, 1987	0	0	0	0									
Vacation Pay	Hours	0	Jun 23, 1987	200	16.42	0	216.42									
Routing Queue																
Name	Action and Date															
Patricia De Vita	Originated Oct 21, 2010 04:14 pm															
Patricia De Vita	Submitted Oct 21, 2010 04:30 pm															
Gerald Goodhart	Pending															
Previous Menu		Approve		Return for Correction		Change Record		Delete		Add Comment						

- If you are viewing a time sheet for an hourly employee, you can scroll down to also see the hours that an employee clocked in and clocked out on each day.

Time Sheet																			
Earnings	Shift	Special Rate	Total Hours	Total Units	Thursday, Sep 16, 2010	Friday, Sep 17, 2010	Saturday, Sep 18, 2010	Sunday, Sep 19, 2010	Monday, Sep 20, 2010	Tuesday, Sep 21, 2010	Wednesday, Sep 22, 2010	Thursday, Sep 23, 2010	Friday, Sep 24, 2010	Saturday, Sep 25, 2010	Sunday, Sep 26, 2010	Monday, Sep 27, 2010	Tuesday, Sep 28, 2010	Wednesday, Sep 29, 2010	Thursday, Sep 30, 2010
Regular Gross Hourly	1		5.25							4	1.25								
Total Hours:			5.25							4	1.25								
Total Units:				0															
Time In and Out																			
Earnings	Thursday, Sep 16, 2010	Friday, Sep 17, 2010	Saturday, Sep 18, 2010	Sunday, Sep 19, 2010	Monday, Sep 20, 2010	Tuesday, Sep 21, 2010	Wednesday, Sep 22, 2010	Thursday, Sep 23, 2010	Friday, Sep 24, 2010	Saturday, Sep 25, 2010	Sunday, Sep 26, 2010	Monday, Sep 27, 2010	Tuesday, Sep 28, 2010	Wednesday, Sep 29, 2010	Thursday, Sep 30, 2010				
Regular Gross Hourly					08:00 AM	03:00 PM													

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- The bottom section of the form will indicate any comments that have been entered on the time sheet or leave report, the routing queue for the time sheet or leave report, current leave balances (leave reports only) and the account distribution for the employee's pay (time sheets only).

Date	Made by	Confidential	Comments
Sep 21, 2010 04:44 pm	Barbara Barton	No	Time Sheet Returned
Sep 21, 2010 04:22 pm	Barbara Barton	No	Computer system was down on September 20. Time was manually entered for that day.

Routing Queue

Name	Action and Date
Barbara Barton	Originated Sep 21, 2010 12:32 pm
Barbara Barton	Submitted Sep 21, 2010 04:49 pm
Patricia De Vita	Pending

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Sep 16, 2010	100.00		1110	11004	6121	20				

Previous Menu Approve Return for Correction Change Record Delete Add Comment

Time Sheet > Comments > Routing Queue > Account Distribution

Adding Comments to an Employee's Time Sheet or Leave Report

If you need to return or change a time sheet or leave report, you must first enter comments explaining the changes that need to be made. Comments may be added to a time sheet or leave report by following the steps below.

- Access the time sheet or leave report for a specific employee.
- At the bottom of the time sheet or leave report, look for a block of navigation buttons like the ones in the image below.



- Click the **Add Comment** button.
- The Comments section of the time sheet or leave report will load.

Enter or edit comments until you submit the record for approval.

Made By: You
Comment Date: Sep 21, 2010
Enter or Edit Comment:

Save Previous Menu

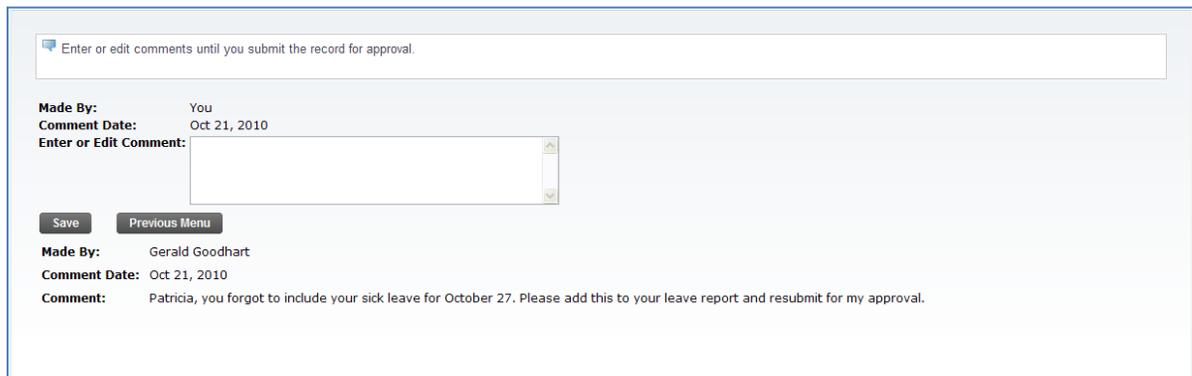
- Add your comments in the **Enter or Edit Comment** field, and then click the **Save** button.
- After you have completed editing or viewing the comments on your leave report, click the **Previous Menu** button to return to the time sheet or leave report.

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Returning a Time Sheet or Leave Report for Correction

If a time sheet or leave report is not correct, you should return it to the employee for correction, rather than edit the time sheet or leave report yourself.

1. Enter comments on the time sheet or leave report that indicate why you are returning the time sheet or leave report and what the employee needs to correct by following the steps for entering comments on page 10.



The screenshot shows a web interface for returning a record for approval. At the top, there is a text box with the placeholder text "Enter or edit comments until you submit the record for approval." Below this, the form displays the following information:

- Made By:** You
- Comment Date:** Oct 21, 2010
- Enter or Edit Comment:** A text area with a vertical scrollbar.

Below the text area are two buttons: "Save" and "Previous Menu".

Below the buttons, the form displays the following information:

- Made By:** Gerald Goodhart
- Comment Date:** Oct 21, 2010
- Comment:** Patricia, you forgot to include your sick leave for October 27. Please add this to your leave report and resubmit for my approval.

2. Click the **Return for Correction** button after you have entered your comments.
3. The time sheet or leave report will be returned to the employee for correction. The confirmation message below will be displayed.

 **Time transaction successfully returned for correction.**

4. Notify your employee that the time sheet or leave report has been returned so that the employee knows to log into the report and correct it. Returned time sheets and leave reports will still need to be resubmitted and approved before the deadlines established for the pay period by the Payroll Office.

Editing a Time Sheet or Leave Report

While it is preferred that a time sheet or leave report that needs correction is returned to the employee, we realize there are times when this may not be possible. Under such circumstances, you may correct the time sheet or leave report yourself.

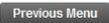
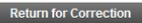
1. Enter comments on the time sheet or leave report that indicate why you are editing the time sheet or leave report by following the steps for entering comments on page 10.
2. Click the **Change Record** button on the time sheet or leave report to open the report for editing.
3. Follow the directions within the Web Time Entry or Web Leave Report documents for manually entering hours worked or leave taken.

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Approving a Time Sheet or Leave Report

Time sheets and leave reports may be approved from two locations – the department summary view, and the employee time sheet/leave report detail view. Regardless of which view you approve the reports from, you should always view the details of the time sheet or leave report before approving the report.

- To approve the time sheet or leave report from the detail view, click the  button while viewing the time sheet or leave report.

Leave Report																	
Earnings	Total Hours	Total Units	Saturday , Oct 16, 2010	Sunday , Oct 17, 2010	Monday , Oct 18, 2010	Tuesday , Oct 19, 2010	Wednesday , Oct 20, 2010	Thursday , Oct 21, 2010	Friday , Oct 22, 2010	Saturday , Oct 23, 2010	Sunday , Oct 24, 2010	Monday , Oct 25, 2010	Tuesday , Oct 26, 2010	Wednesday , Oct 27, 2010	Thursday , Oct 28, 2010	Friday , Oct 29, 2010	Saturday , Oct 30, 2010
Vacation Pay	40				8	8	8	8	8								
Total Hours:	40				8	8	8	8	8								
Total Units:		0															
Leave Balances as of Oct 21, 2010																	
Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance										
Comp Time	Hours	0	Jun 23, 1987	0	10	0	10										
Sick Pay	Hours	0	Jun 23, 1987	278.48	16.42	0	294.9										
Unpaid Leave	Hours	0	Jun 23, 1987	0	0	0	0										
Vacation Pay	Hours	0	Jun 23, 1987	200	16.42	0	216.42										
Routing Queue																	
Name	Action and Date																
Patricia De Vita	Originated Oct 21, 2010 04:14 pm																
Patricia De Vita	Submitted Oct 21, 2010 04:30 pm																
Gerald Goodhart	Pending																
     																	

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- To approve the time sheet or leave report from the department summary view, click the checkbox in the **Approve or FYI** column for each employee you are ready to approve, and then click the **Save** button.

Select the employee's name to access additional details.

COA: B, SCT University
Department: 11004, Dept of Biological Sciences
Pay Period: Sep 16, 2010 to Sep 30, 2010
Act as Proxy: Not Applicable
Pay Period Time Entry Status: Open until Oct 02, 2010, 12:00 P.M.

Change Selection Select All, Approve or FYI Reset Save

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
710000015	Barbara Barton C10004 - 00 Student Assistant - Biology	Approve	5.25	.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Change Time Record Comments Leave Balance

Pay Event Transactions

Action required by all approvers: 0
Time or Leave Transactions Approved or FYI: 0
Time or Leave Transactions Awaiting Approval or FYI: 1
Total: 1
Total Hours: 5.25
Total Units: .00

Change Selection Select All, Approve or FYI Reset Save

- The confirmation message below will be displayed after a successful approval.

 **Time transaction successfully approved.**

Managing Time Sheet and Leave Report Approval Proxies

There may be times when you need to assign a proxy to approve time sheets and/or leave reports in your absence. A proxy is an approver who you are temporarily giving the rights to approve time sheets or leave reports on your behalf to. Proxies should be other Sam Houston State University employees who are at equal or higher level than yourself, and should also be individuals who would have some ability to determine the accuracy of the time sheet or leave report. Designating a proxy to approve a time sheet or leave report in your absence does not eliminate your responsibility to approve time for your employees. **The proxy function is intended only to be used when circumstances such as a vacation or illness prevent you from completing your normal duties as a time sheet or leave report approver before the deadline for the pay period.**

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Establishing or Removing a Time Sheet or Leave Report Proxy

1. At the bottom of the Selection Criteria screen, look for the **Proxy Set Up** link.



Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

Selection Criteria

My Choice

Access my Time Sheet:

Access my Leave Report:

Access my Leave Request:

Approve or Acknowledge Time:

Approve All Departments:

Act as Proxy: Self

Act as Superuser:

Select

Proxy Set Up

2. Click the **Proxy Set Up** link.
3. To add a proxy, select the appropriate approver from the pull-down list in the **Name** column, then click the checkbox in the **Add** column, and finally, click the **Save** button.



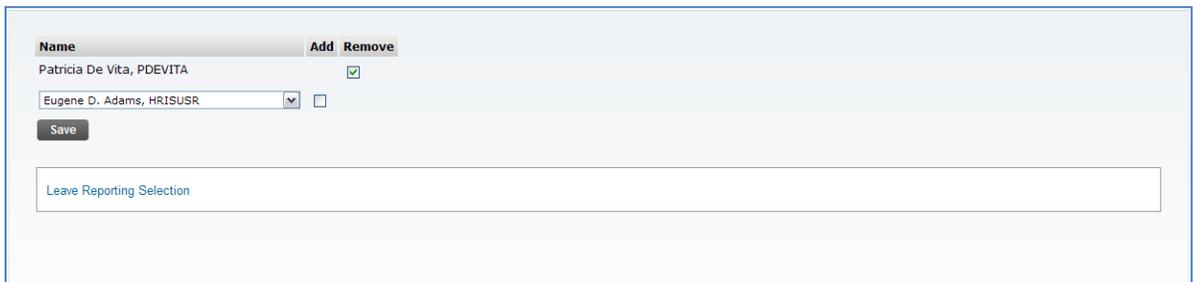
Name Add Remove

Patricia De Vita, PDEVITA

Save

Leave Reporting Selection

4. To delete a proxy, select the line for the proxy, click the checkbox in the **Remove** column, and then click the **Save** button.



Name Add Remove

Patricia De Vita, PDEVITA

Eugene D. Adams, HRISUSR

Save

Leave Reporting Selection

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Approving Time or Leave as a Proxy

If another approver has granted you proxy rights, you may approve time or leave as that approver by selecting that approver in the **Act as Proxy** pull-down list on the Selection Criteria screen. You will then proceed through the steps for approving, returning, and editing time sheets and leave reports as normal. However, instead of seeing your own employees' time sheets and leave reports, you will see the reports for the employees that report to the supervisor you are acting as a proxy for.

Revisions

Version	Date	Author	Notes
1.0	12/8/10	Elizabeth Scott	Applied standards and made minor corrections
2.0	01/04/11	Banner PM	Minor formatting changes & corrections
3.0	03/02/11	Karyl Horn	Correction to figure layout (13a and 13b)
4.0	08/09/11	Phyllis Highland	Adding updated information
5.0	03/18/13	Phyllis Highland	Updating information to include instructions on non-exempt web time entry approval
6.0	02/28/15	Karyl Horn	Adding Attestation statement