This guide describes the process for accessing, viewing and approving an hourly employee’s time sheet.

1. Login to RamPort - http://ramport.angelo.edu/cp/home/login
2. Click on the Work Life tab.
3. Click on Web Time Entry (Time Sheet) under Employee Services section.

4. Select the “Approve or Acknowledge Time” option, and then click the “Select” button. If you approve time for multiple accounts, select Approve All Departments.

Note: To set up a Proxy approval in your absence, select the Proxy Set Up link, and choose a name from the drop-down box, in accordance with your Proxy Approval in the official University Succession Plan document.
5. Under “Time Sheet”, select the correct account and pay period from the drop-down menu, and then click the “Select” button.

Note: Time Sheet and Leave Reports are both listed. Please select the drop-down listed in the Time Sheet section to approve your Non-Exempt employee’s time.

6. Click on the name of the employee you wish to view, or click the Change Time Record, Comments or Leave Balance links to view.
7. Review the Time Sheet for accuracy. You then have the following options:
   a. **Approve** – approve the time sheet as submitted to you
   b. **Return for Correction** – return the time sheet to the employee for updates/corrections.
   c. **Change Record** – opens the employee’s time sheet for you to make changes. (Please add Comment to support.)
   d. **Add Comment** – enter supporting comments.

8. Once you have verified the employee’s time, click on the "**Approve**" button. This will bring you back to the top of the time sheet, with a message indicating that the transaction was successfully approved.

The bottom of the time sheet screen date & time stamps your approval and the date.

**Time sheet Status Definitions:**

**Not Started:** Employee time sheets are not visible to approvers until the employee has opened the time sheet for that pay period. Once this action is taken, the status of the time sheet will change to “In Progress.”

**In Progress:** The time sheet has been initiated by the employee but has not been submitted for approval.

**Pending:** The time sheet has been submitted for approval by the employee. The time sheet is pending approval from the supervisor/financial manager.

**Approved:** The time sheet has been approved by the supervisor/financial manager and will be processed accordingly.

**Returned for Correction:** Any incomplete or incorrect time sheets will be returned to the employee. The time sheet must be corrected and resubmitted by the employee.