This guide describes the process for accessing, viewing, and approving an hourly (Non-Exempt) employee's time sheet.

1. Log into RamPort

2. Under the "Employee Tab," click on the icon that says "Approve or Acknowledge Time."

3. Time Reporting Selection
   (Including Proxy Information)

   Note: To set up a Proxy approval in your absence, select the Proxy Set UP link at the bottom right side of the Time Reporting Selection page.

   From there, select a name from the drop-down box, in accordance with your Proxy Approval in the official University Succession Plan document.

4. Under the "Approver Selection," Select the "Select" button
5. Department Summary - Employee's Names

From here, you can click on the name of the employee's name you wish to view. You can also click the Change Time Record or Leave Balance links below other information.

6. Review Time Sheet

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 comments to support)
   d. Add Comment - enter supporting comments

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."

Pending - The time sheet has been initiated by the employee but has not been submitted for approval.

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.