

FIO-05 Approve Timesheets

[View Approve Timesheets Tutorial Video](#)

Purpose

The purpose of this Business Process Procedure is to explain how to review and approve employee timesheets in Fiori.

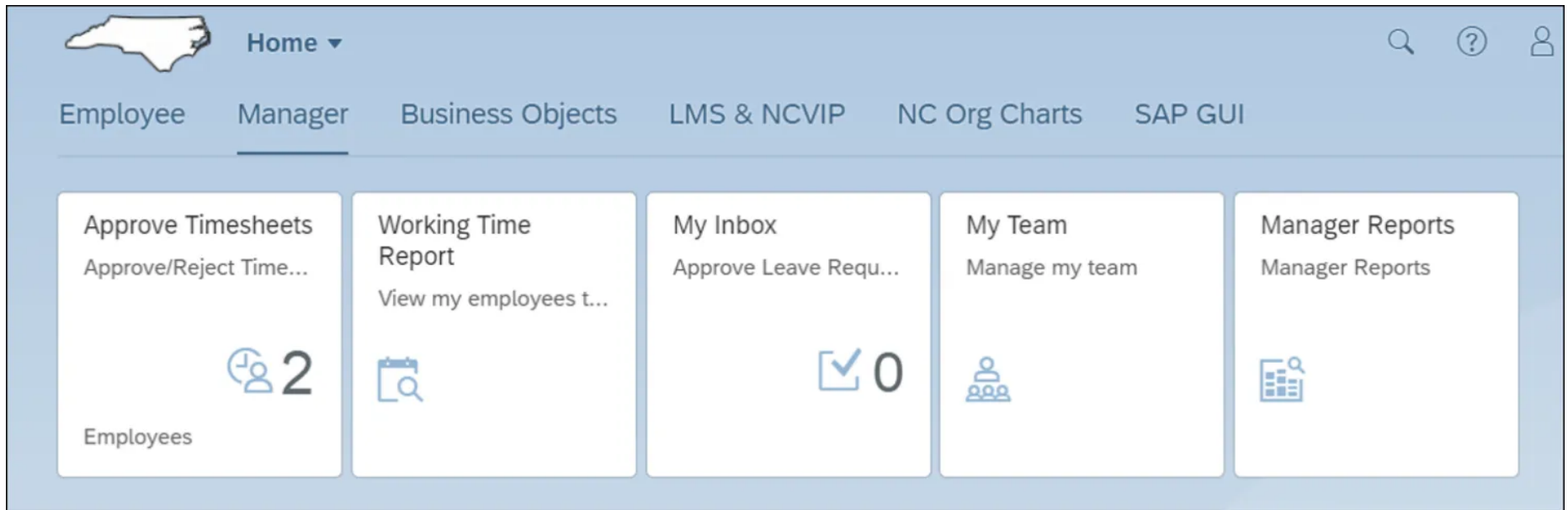
Reviewing Employee Time Entries

The Working Time Report provides a comprehensive look at the time entered by direct reporting employees. The report can be used to view time entries prior to approving timesheets. The following steps can be used to access the Working Time Report.

There are 15 steps to complete this process.

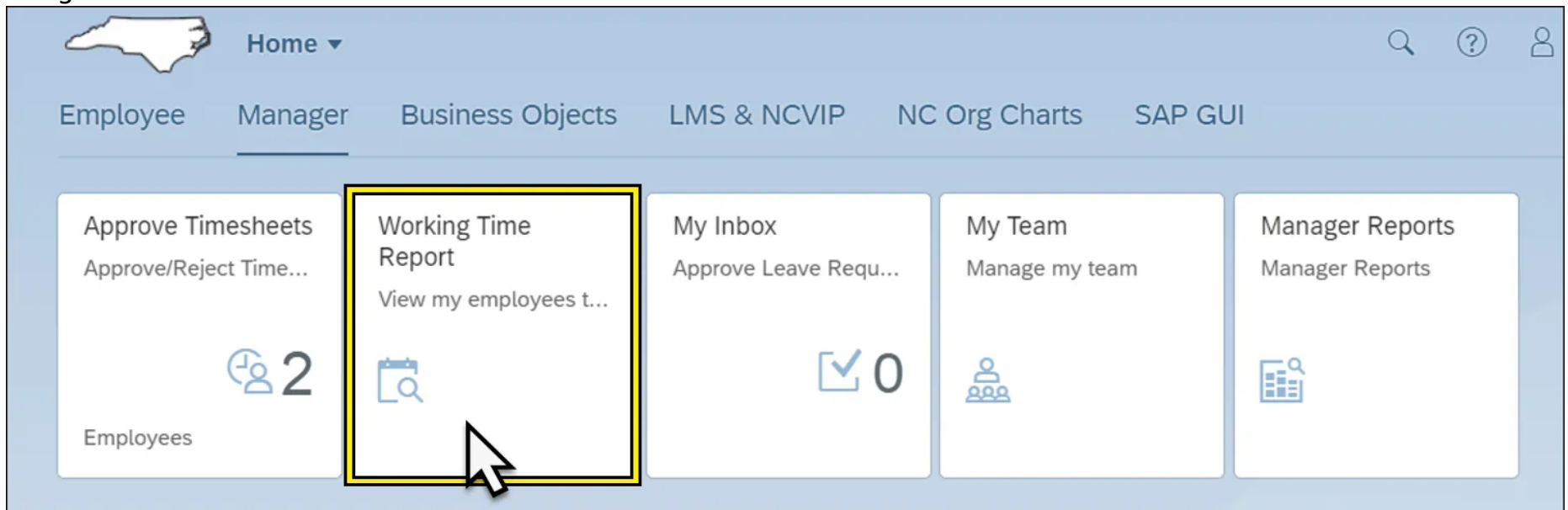
Step 1. Navigate to the **Manager Tab** within the Fiori application.

Image



Step 2. Click the **Working Time Report** tile.

Image



Step 3. The Working Time Report organizes all employee time entries by employee name and date. The report displays the employee name, personnel number, time entry date, time approval status, hours entered, Attendance/Absence type, Attendance/Absence Assignment text, and the day of the week. Additional fields such as premium number, premium text, charge object, activity abbreviation, elements, and sub elements may also be included if used when the employee submits the entry.

Note: FIORI defaults to the manager's work week on a Sunday to Saturday[B]1.1] schedule.

Image

Working Time Report													
Working Time Report													
Working Time Report													
Employee Name	Date	Status Text	Hours	A/A Type	Att/Abs Assign	Prem.N o.	Short Text	Charge Object	Activity Abbr	Element	SubElement	Day of the Week	
Training User 1 01111111	04/17/2023	Approved	10.00	9500	Time Worked							MONDAY	>
Training User 1 01111111	04/18/2023	Approved	7.50	9500	Time Worked							TUESDAY	>
Training User 1 01111111	04/19/2023	Approved	10.00	9500	Time Worked							WEDNESDAY	>
Training User 1 01111111	04/20/2023	Approved	10.00	9500	Time Worked							THURSDAY	>
Training User 1 01111111	04/21/2023	Approved	9.50	9500	Time Worked							FRIDAY	>
Total			47.00										
Training User 2 02222222	04/17/2023	In Process	8.50	9500	Time Worked							MONDAY	>
Training User 2 02222222	04/18/2023	In Process	8.50	9500	Time Worked							TUESDAY	>
Training User 2 02222222	04/19/2023	In Process	1.00	9200	Sick Leave							WEDNESDAY	>

Step 4. For this example, choose the work week of **April 18th through April 24th** then click **Go**.

Image

Direct Report ☒
 Pernr
 Start Date 04/18/2021
 End Date MM/dd/YYYY
 Process status
Go

Working Time Report

Employee Name	Pernr	Date	Status Text	Hours
Wilma S McAllister	00834275	04/12/2021	Approved	8.00
	00834275			8.00
Timothy R Johnson	01917373	04/12/2021	Approved	1.00
	01917373			1.00

< April 2021 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
13	28	29	30	31	1	2
14	4	5	6	7	8	9
15	11	12	13	14	15	16
16	18	19	20	21	22	23
17	25	26	27	28	29	30

Short Text	Charge

Step 5. Now you can review the time entries by the employees who report to you before proceeding to the next step.

Image

Working Time Report

Direct Report ☒

Pernr

Start Date

End Date

Process status

Working Time Report

Employee Name	Pernr	Date	Status Text	Hours	A/A Type	Att/Abs Assign	Prem.No.	Short Text	Charge Object	Activity Abbr
Wilma S Muhanna	00000056	04/19/2021	Released for Approval	8.00	9500	Time Worked				
Wilma S Muhanna	00000056	04/20/2021	Released for Approval	8.00	9500	Time Worked				
Wilma S Muhanna	00000056	04/21/2021	Released for Approval	8.00	9500	Time Worked				
Wilma S Muhanna	00000056	04/22/2021	Released for Approval	8.00	9500	Time Worked				
Wilma S Muhanna	00000056	04/23/2021	Released for Approval	8.00	9500	Time Worked				
	00000056			40.00						
Tony R Johnson	00000057	04/19/2021	Released for Approval	1.00	9000	Approved Leave				
Tony R Johnson	00000057	04/19/2021	Released for Approval	7.00	9500	Time Worked			PRD Support	Reporting
Tony R Johnson	00000057	04/20/2021	Released for Approval	8.00	9500	Time Worked		Charge Object Time Worked	PRD Support	Reporting
Tony R Johnson	00000057	04/21/2021	Released for Approval	2.00	9000	Approved Leave				
Tony R Johnson	00000057	04/21/2021	Released for Approval	4.00	9500	Time Worked			PRD Support	Reporting
Tony R Johnson	00000057	04/21/2021	Released for Approval	2.00	9500	Time Worked	02			
Tony R Johnson	00000057	04/22/2021	Released for Approval	8.00	9500	Time Worked	02			
Tony R Johnson	00000057	04/23/2021	Released for Approval	4.00	9500	Time Worked			PRD Support	Reporting
Tony R Johnson	00000057	04/23/2021	Released for Approval	4.00	9500	Time Worked	02			

Step 6. Once you have reviewed all the time entries, click the **arrow** next to the NC State map in the top left of your screen and go back to the homepage.

Image

Working Time Report ▼

Working Time Report

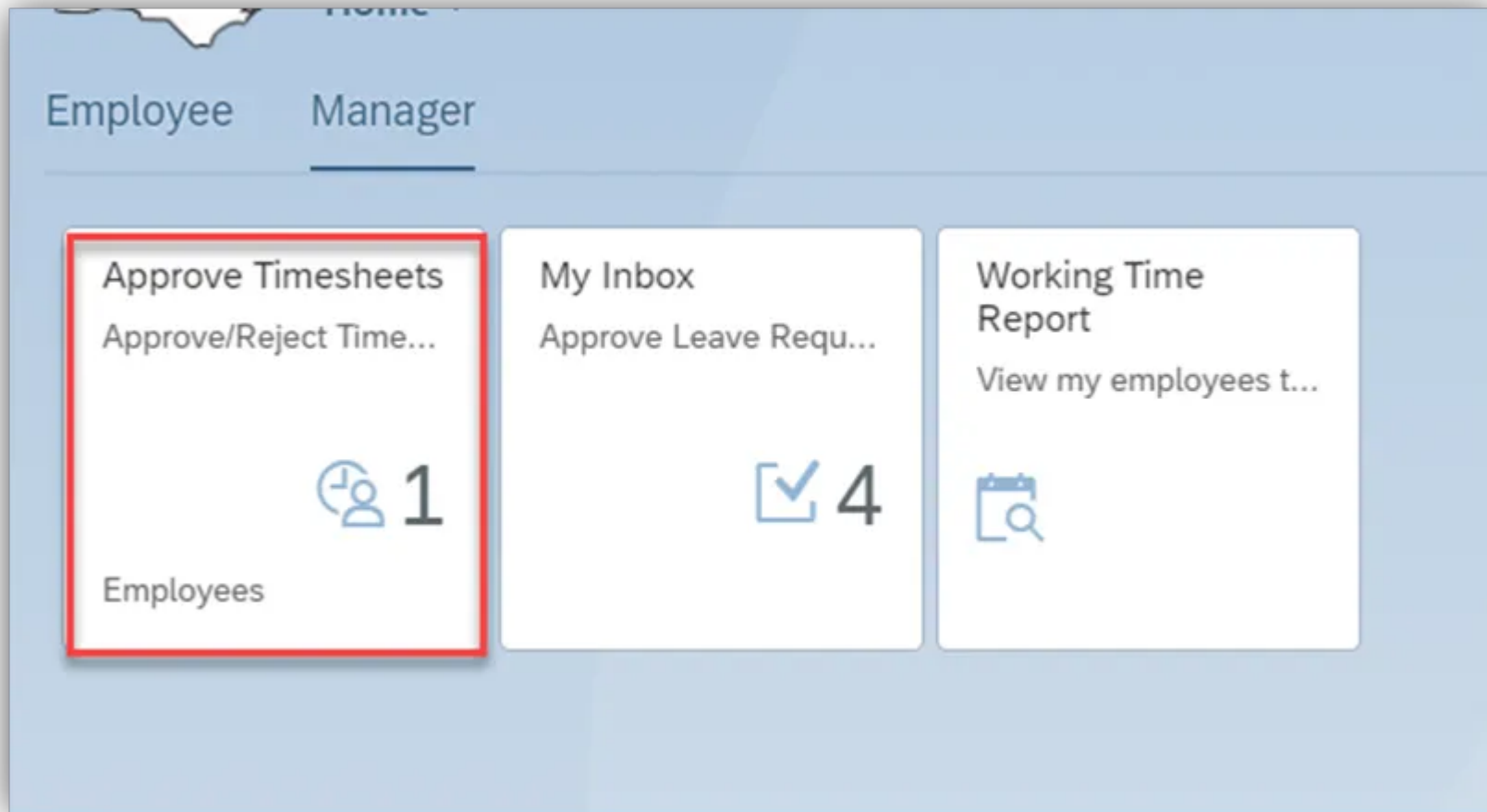
Direct Report ☒ Pernr 00000056 Start Date 04/18/2021 End Date 04/24/2021 Process status Go

Working Time Report

Employee Name	Pernr	Date	Status Text	Hours	A/A Type	Att/Abs Assign	Prem.No.	Short Text	Charge Object
Wilma S Muhanna	00000056	04/19/2021	Released for Approval	8.00	9500	Time Worked			
Wilma S Muhanna	00000056	04/20/2021	Released for Approval	8.00	9500	Time Worked			
Wilma S Muhanna	00000056	04/21/2021	Released for Approval	8.00	9500	Time Worked			
Wilma S Muhanna	00000056	04/22/2021	Released for Approval	8.00	9500	Time Worked			
Wilma S Muhanna	00000056	04/23/2021	Released for Approval	8.00	9500	Time Worked			
	00000056			40.00					

Step 7. On the Homepage, click on the **Approve Timesheet[BJ2.1]**.

Image



Step 8. Once you click on the **Approve Timesheet**, you will notice there are 2 employees with 14 entries to be approved. Wilma has 5 entries and Tony has 9 entries.

Image

Employees (2)

Search

Wilma S Muhanna

Ins Reg Anl

5

Entries

Tony R Johnson

Ins Reg Ast

9

Entries

Employee



Wilma S Muhanna

Telephone: +1 (919) 707-0707

E-Mail: wilma.muhanna@ncdoi.gov

Time Entries (5)

☐ Already Approved

Total/Target

Assignment

For Approval

Comments

Monday, April 19, 2021

☐ 0.00 Hours

8.00 / 8.00 Hours

9500 Time Worked

8.00 Hours

Tuesday, April 20, 2021

☐ 0.00 Hours

8.00 / 8.00 Hours

9500 Time Worked

8.00 Hours

Wednesday, April 21, 2021

☐ 0.00 Hours

8.00 / 8.00 Hours

9500 Time Worked

8.00 Hours

Thursday, April 22, 2021

☐ 0.00 Hours

8.00 / 8.00 Hours

9500 Time Worked

8.00 Hours

Friday, April 23, 2021

☐ 0.00 Hours

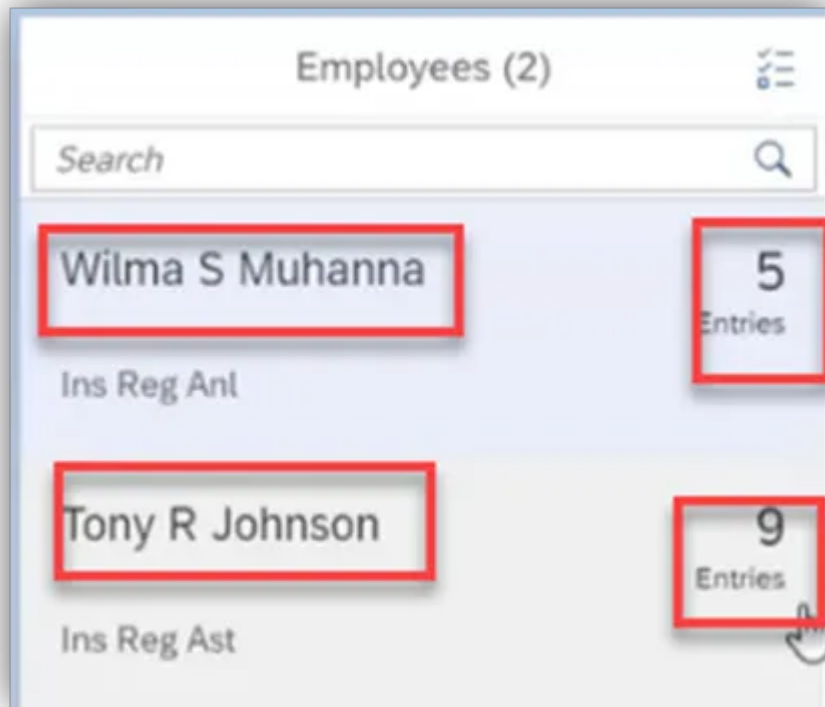
8.00 / 8.00 Hours

9500 Time Worked

8.00 Hours

Step 9. Wilma shows 5 Entries and Tony shows 9 Entries to be approved.

Image



Step 10. Both employees are 40 hour approvals based on the information from the review of the Working Time Report. To select all of the Entries to be approved for Wilma, click the **Select All** box. When the Select All indicator has been checked, all time entries will be approved once the Approved icon is selected. Select **Approve**

Image

Employees (2)

Search

Wilma S Muhanna

5

Entries

Ins Reg Anl

Tony R Johnson

9

Entries

Ins Reg Ast

Employee

Wilma S Muhanna

Telephone: +1 (919) 707-0707

E-Mail: wilma.muhanna@ncdoi.gov

Time Entries (5)

☒

Already Approved

Total/Target

Assignment

For Approval

Comments

Monday, April 19, 2021

☒

0.00 Hours

8.00 / 8.00 Hours

9500 Time Worked

8.00 Hours

Tuesday, April 20, 2021

☒

0.00 Hours

8.00 / 8.00 Hours

9500 Time Worked

8.00 Hours

Wednesday, April 21, 2021

☒

0.00 Hours

8.00 / 8.00 Hours

9500 Time Worked

8.00 Hours

Thursday, April 22, 2021

☒

0.00 Hours

8.00 / 8.00 Hours

9500 Time Worked

8.00 Hours

Friday, April 23, 2021

☒

0.00 Hours

8.00 / 8.00 Hours

9500 Time Worked

8.00 Hours

Step 11. Then select the next employee who has 9 Entries. In this case, you will notice a mix of Time Worked with shift and charge objects and Approved Leave that needs to be approved.

Image

Employees (1) 

Search 

Tony R Johnson 9 Entries
Ins Reg Ast

 **Tony R Johnson**
Telephone: +1 (919) 707-0707
E-Mail: tony.johnson@ncdol.gov

Time Entries (9)  

☐ Already Approved	Total/Target	Assignment	For Approval	Comments
Monday, April 19, 2021				
☐ 0.00 Hours	8.00 / 8.00 Hours	Approved Leave	1.00 Hours	
☐		Time Worked - Charge Obj	7.00 Hours	
Tuesday, April 20, 2021				
☐ 0.00 Hours	8.00 / 8.00 Hours	Time Worked - Charge Obj	8.00 Hours	
Wednesday, April 21, 2021				
☐ 0.00 Hours	8.00 / 8.00 Hours	Approved Leave	2.00 Hours	
☐		Time Worked - Charge Obj	4.00 Hours	
☐		Time Worked - Eve Shift	2.00 Hours	
Thursday, April 22, 2021				
☐ 0.00 Hours	8.00 / 8.00 Hours	Time Worked - Eve Shift	8.00 Hours	
Friday, April 23, 2021				
☐ 0.00 Hours	8.00 / 8.00 Hours	Time Worked - Charge Obj	4.00 Hours	
☐		Time Worked - Eve Shift	4.00 Hours	

Step 12. When Assignment text is selected, a detailed view of the entry can be reviewed before approval.

Image

Employees (1)

Tony R Johnson

9 Entries

Ins Reg Ast

Employee

Tony R Johnson

Telephone: +1 (919) 707-0707
E-Mail: tony.johnson@ncdoi.gov

Time Entries (9)

☐	Already Approved	Total/Target	Assignment	
Monday, April 19, 2021				
☐	0.00 Hours	8.00 / 8.00 Hours	Approved Leave	
☐			Time Worked - Charge Obj	
Tuesday, April 20, 2021				
☐	0.00 Hours	8.00 / 8.00 Hours	Time Worked - Charge Obj	
Wednesday, April 21, 2021				
☐	0.00 Hours	8.00 / 8.00 Hours	Approved Leave	
☐			Time Worked - Charge Obj	
☐			Time Worked - Eve Shift	
Thursday, April 22, 2021				
☐	0.00 Hours	8.00 / 8.00 Hours	Time Worked - Eve Shift	
Friday, April 23, 2021				
☐	0.00 Hours	8.00 / 8.00 Hours	Time Worked - Charge Obj	4.00 Hours
☐			Time Worked - Eve Shift	4.00 Hours

Assignment Details

Name:
Time Worked - Charge Obj

Personnel Number:
00000057

Attendance or Absence Type:
9500

Text for Attendance/Absence Type:
Time Worked

Premium Number:

Premium Name:

Charge Object Abbreviation:
PRD Support

Activity Abbreviation:
Reporting

Element Abbreviation:
Meetings

Sub-element Abbreviation:
Analytics

Step 13. To select all of the Entries to be approved for Tony, click the **Select All** box. When the Select All indicator has been checked, all time entries will be approved once the Approved icon is selected. Select **Approve**

Image

The screenshot displays the 'Approve Timesheet' interface. On the left, a sidebar titled 'Employees (2)' contains a search bar and a list of employees. 'Tony R Johnson' is highlighted with a red box, showing '9 Entries' and the role 'Ins Reg Ast'. Below him is 'Wilma S McAllister' with '2 Entries' and the role 'Ins Reg Anl'. The main area is titled 'Employee' and shows details for 'Tony R Johnson', including his telephone number '+1 (919) 707-0707' and email 'tony.johnson@ncdoi.gov'. Below this is a 'Time Entries (9)' table. The table has columns: 'Already Approved' (checkbox), 'Total/Target', 'Assignment', 'For Approval', and 'Comments'. The entries are grouped by date: Monday, August 23, 2021; Tuesday, August 24, 2021; Wednesday, August 25, 2021; and Thursday, August 26, 2021. At the bottom right, there are 'Approve' and 'Reject' buttons, with the 'Approve' button highlighted by a red box.

Approve Timesheet ▼

Employees (2)

Search

Tony R Johnson 9 Entries
Ins Reg Ast

Wilma S McAllister 2 Entries
Ins Reg Anl

Employee

Tony R Johnson
Telephone: +1 (919) 707-0707
E-Mail: tony.johnson@ncdoi.gov

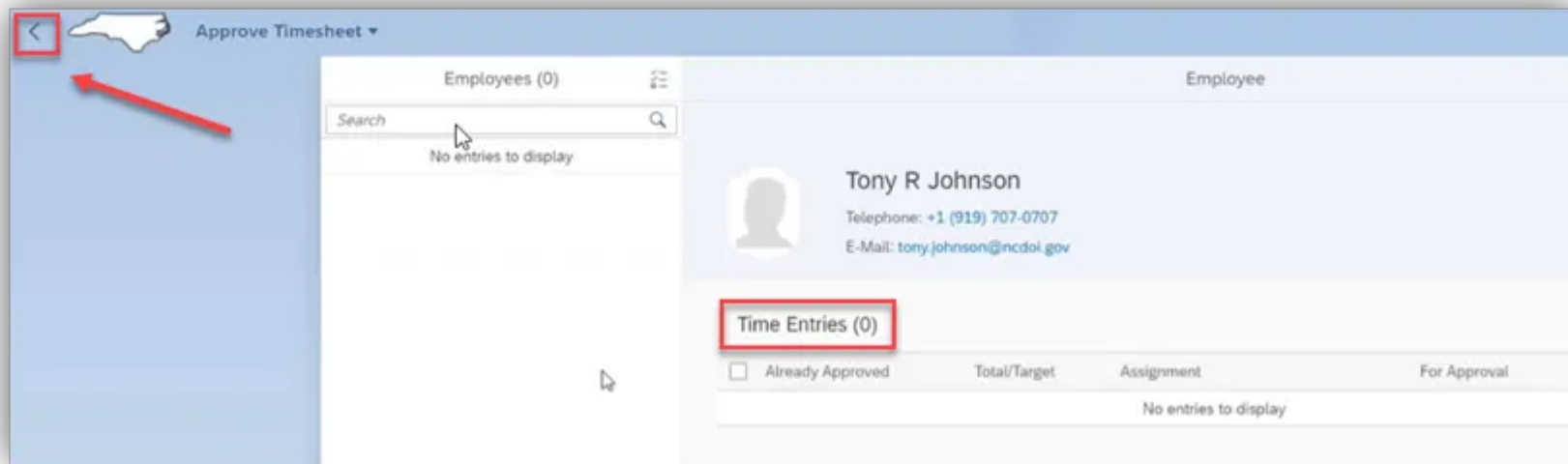
Time Entries (9)

☒ Already Approved	Total/Target	Assignment	For Approval	Comments
Monday, August 23, 2021				
☒	0.00 Hours	8.00 / 8.00 Hours	Approved Leave	2.00 Hours
☒		Time Worked - Charge Obj		3.00 Hours
☒		Time Worked - Eve Shift		3.00 Hours
Tuesday, August 24, 2021				
☒	0.00 Hours	8.00 / 8.00 Hours	9500 Time Worked	8.00 Hours
Wednesday, August 25, 2021				
☒	0.00 Hours	8.00 / 8.00 Hours	9500 Time Worked	8.00 Hours
Thursday, August 26, 2021				
☒	0.00 Hours	8.00 / 8.00 Hours	Approved Leave	1.00 Hours

Approve Reject

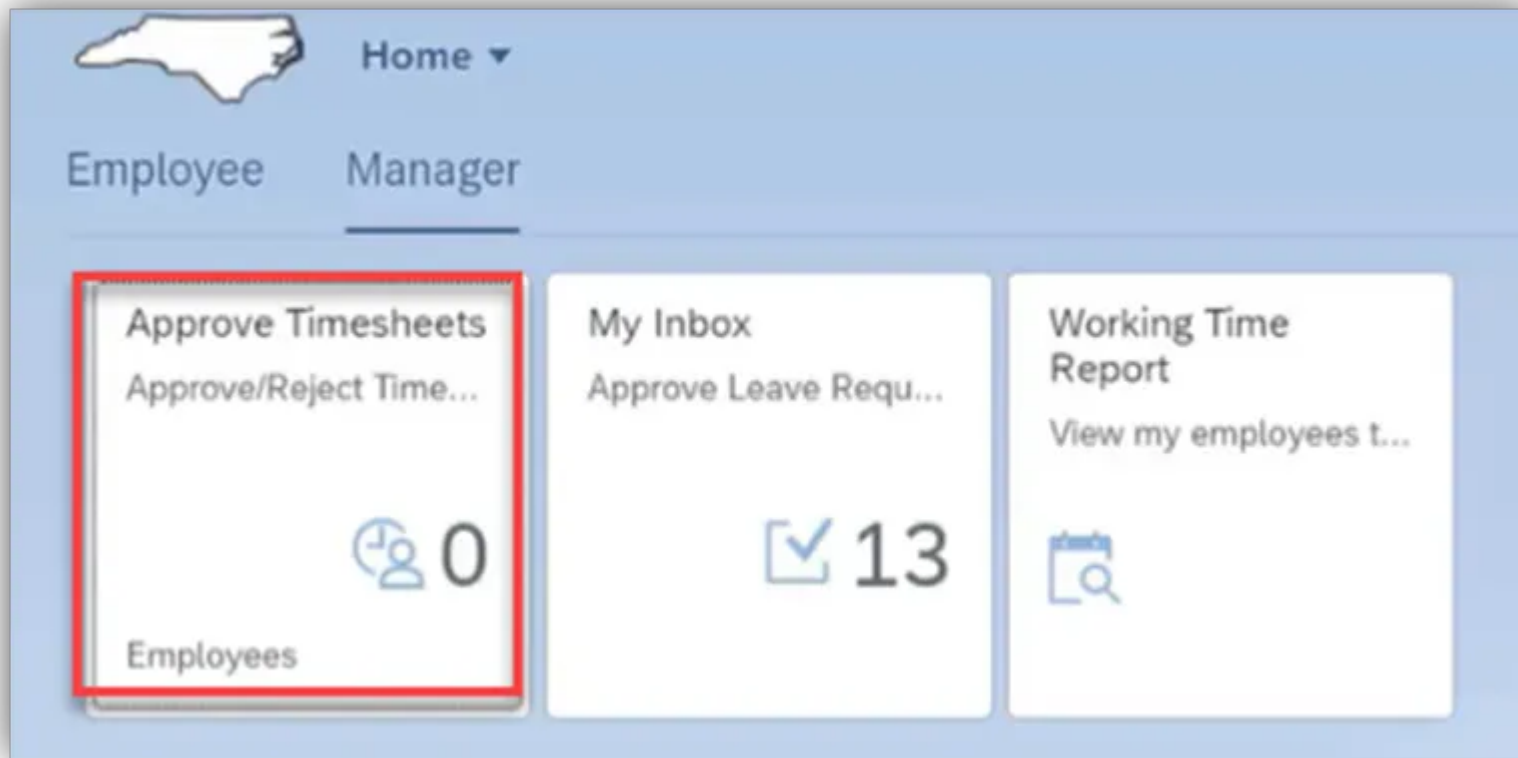
Step 14. Once you have completed the step, click the **arrow** to go back.

Image



Step 15. The tile now shows 0 for employees who need to have time approved.

Image



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Tue, 02/03/2026

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