Approvers
Patriot Web Timesheet Reference

1) Log onto https://patriotweb.gmu.edu. Enter your User ID and Password. Click Employee Services. Click Time Sheet.

2) On the following page, click the Approve or Acknowledge icon. Then click Select.

3) If you approve for more than one organization, select the one you want to work with under Description and Department. Then choose the proper time period from the drop down menu on the right. You may sort by "Status," then by "Name" or by "Name"

4) If you approve timesheets for employees on both payrolls under the same org, please note that the drop down menu in Patriot Web will list all of the biweekly pay periods available before listing the semimonthly ones. You will need to scroll down until the pay periods designated "SM" are listed.

5) Employees will appear in one of three statuses. Note: If an employee has missed the deadline to open their timesheet, you will not see the pay period listed. Please contact payroll to have this record opened for you. The deadline for employee's to submit their timesheet is listed here: http://hr.gmu.edu/payroll/index.php?t=4.

   I. Employees listed as "Not Started" have yet to access their time sheets in the period. Please note you can see every "Not Started" employee in the org, even if they do not report to you.
   II. "In Progress" employees have accessed the time sheet but have not yet submitted. If a timesheet is in process after the employee's deadline to submit for approval, please click the employee's name and then Submit to send it to yourself for approval.
   III. "Pending" employees have submitted time for approval. You should be able to modify the record via the Change Record button as necessary before approving

6) Click the employee's name to view their timesheet. The Next button will let you move from one employee's time sheet to the next. Click Previous Menu to return to the approval summary menu. The approver has several options:

   a) You can approve all of the pending time sheets in the organization by clicking on Select All, Approve or FYI and then clicking on Save.

   b) If you need to change the information on the time sheet, click on the employees name, then click the Change Record button. Changes may be made by going to the appropriate column, clicking on it, and entering the correct information. Repeat for additional days if necessary. The copy function may be utilized for the same hours on multiple days. You can document changes by clicking on Comments, making a note, and clicking Save. Please inform your employees of any changes made to their timesheet. After saving your comments, click on Previous Menu to return to the employee's time sheet click Approve for the employee.