

Quick Timesheet Reference for Timesheet Approvers

1. Log on to <https://patriotweb.gmu.edu/>. You should bookmark this site, as it is where you will enter your time each pay period. Be sure to enter your time daily. Select **LOGIN**.
2. Enter your Mason Username (aka NetID) and password (these are the same credentials you use to log in to Mason email, Blackboard, etc.). As an example, if your Mason email is jdoe@gmu.edu, enter jdoe. Select **LOGIN**.
3. Select the **Employee Services** tab and then select **TIME SHEET**.
4. At the next screen, choose **Approve or Acknowledge Time**. Click on **SELECT**.
5. If you approve for more than one organization, select the one you want to work with under **Description and Department**. Select the correct **Pay Period** dates. You may sort by **Status then by Name** or by **Name**. Click on **SELECT**.
6. Employees will appear in one of three statuses:
 - a. **Not Started**—employee has yet to open his/her timesheet(s) in the period.
 - b. **In Progress**—employee has opened his/her timesheet but has not submitted.
 - c. **Pending**—employee’s timesheet is pending your approval.

Choose the name of the employee whose timesheet you are approving. Details of the employee’s submission can be viewed by clicking on the employee’s name. The **NEXT** button will let you move from one employee’s time sheet to the next. Select **PREVIOUS MENU** to return to the approval summary menu.

7. The approver has several options:
 - a. The approver may approve all of the pending time sheets in the organization by choosing **Select All, Approve**, or **FYI** and then selecting **SAVE**.
 - b. The approver may approve an individual’s pending time sheet by clicking onto the square under **Approve or FYI** for the individual and then clicking on **SAVE**.
 - c. If an approver needs to change the information on the time sheet, select **CHANGE TIME RECORD** under **Other Information**. Changes may be made by going to the appropriate column, clicking on it, and entering the correct information. When completed, **SAVE HOURS OR UNITS**. Repeat for additional days as necessary. The copy function may be utilized for the same hours on multiple days. The employee should always be informed of any changes. You can accomplish this by selecting **Comments** to communicate with the employee and then select **SAVE**. After saving your comments, select **PREVIOUS MENU** to return to the employee’s time sheet and **PREVIOUS MENU** again to return to the approval summary menu. Approve by selecting the square under **APPROVE or FYI** for the individual. You will see the message: “(Number) record(s) have been Approved/Acknowledged.”