State of Delaware
eSTAR
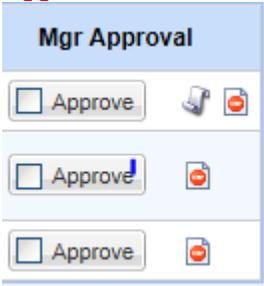Employee State Time & Attendance Reporting

Manager/Timekeeper - Approving Timesheets

1.	To approve or reject employee time, select **Time Entry ➔ Approve Time Sheets**. The **Approve Time Sheets** window appears
2.	From the **Assignments**, select the group for which you want to approve or reject hours.
3.	The **Approve Time Sheets** window appears. The names of the employees in the group, will populate the main window. • You can also see any **Approve Amended Time Sheets** along with the **Approve Current Time Sheet.** o All Time Sheets (**Amended or Current**) will give the period ending date.
4.	You can view an employee's timesheet by clicking on the row of the respective employee. If you would like to view timesheets ending on a different date than the default (the current date), do the following: • In the **Approve Current Timesheets** window in upper left corner, click the checkbox under the **Employees Active On** field. A pop-up calendar appears. • Select a different date. The window updates with timesheet information for the period containing the date you selected. • If you would like to return to the current date, deselect the checkbox in the **Employees Active On** field.
5.	To approve an employee timesheet, do the following: • To approve an individual employee's hours, select the **Approve** checkbox in the **Mgr Approval** field. • The **Approve** button for an accepted timesheet includes a green check mark. This is a toggle; you can click it again to undo the approval. • If the timesheet data indicates that all timesheets have been submitted without any errors or exceptions that will prevent you from approving them, you can approve them at once using the **Approve All** button. • If the timesheet data indicates a mixture of error-free timesheets and timesheets with exceptions, you can approve the error-free timesheets immediately by checking the Approve box.
6.	Click **Save Approvals.**