Approving an Hourly Timesheet Claim: Approver 2

Approval of a timesheet claim is required at 2 levels:

- Approver 1: Departmental Administrator.
- Approver 2: Head of Department.

The correct Approvers are presented in a drop down relevant to the Department in which the claim is being made.

Approver 1　　　Test2 Pay ▾　　　**Approver 2**　　　Testcase1 Pay ▾

Approver 2:

Login to Core Portal

https://my.corehr.com/pls/coreportal_nuimp

Select Manager Dashboard and Hourly Timesheets (New). Click on Open:

Other Approvals

2	Hourly Timesheets (New)		OPEN
0	Hourly Timesheets (Rejected)		OPEN

Timesheets submitted to you as Approver 2 will appear in the queue, choose the looking glass icon to view and take action:

Hourly Timesheets for Approval

Approvers in Blue have nominated you to approve Timesheets for them.

quickly search for something....　　👓 🗷　| 🧑 Advanced search 🧑 Switch to View All History　| ☐ Select All ✅ Approve

Identifier	Employee	Lecturer	Head of Department	Department	Total Hours	No of Items	Total Value	Status	Date Submitted	Action	Select
22138	Testcase Pay	Test2 Pay	Testcase1 Pay	Computer Science	02:00	14	0.00	Approved Level One	17 Aug 2020 @ 16:53	🔍	☐

The following **can** be amended, if required, by Approver 2 in order approve the timesheet:

- Project Code: from a drop down (easily searchable by Code number or description).
- Cost Centre: from a drop down (easily searchable by Code number or description)

Hourly Based Claim

Hourly Rate	Module Code	Date	Time From	Time To	Hours	Rate of Pay	Total
Demo Inter €19.03	CS001	05/08/20	15:00	17:00	02:00	19.03 Demo Inter - 19.03 ▼	38.06

				Total Hours	**2:00**	**Total Cost**	38.06
						Holiday Entitlement	3.04
						Total Net Costs	41.10

Project Code: Occasional Acad
Cost Centre: Computer Science

Project Code: Occasional Acad
Cost Centre: Please select...

Unit Based Claim

Unit of Work	Module Code	Date	No. of Items	Rate of Pay	Total
Modular Rates Standard	AN111	06/11/20	1	€3,600 18 24hrs €300 - 300.00 ▼	300.00
Modular Rates Standard	AN111	13/11/20	1	€3,600 18 24hrs €300 - 300.00 ▼	300.00
Modular Rates Standard	AN111	20/11/20	1	€3,600 18 24hrs €300 - 300.00 ▼	300.00
Modular Rates Standard	AN111	27/11/20	1	€3,600 18 24hrs €300 - 300.00 ▼	300.00

| | | | **No. of Items** | **4** | **Total Cost** | 1200.00 |
| | | | | | **Total Net Costs** | 1200.00 |

Cost Centre: Recurrent Anthropology

Please note that the "select all" option can be used to approve all timesheets submitted at the same time. Place a tick in the select all box and click on approve.

Hourly Timesheets for Approval

Approvers in Blue have nominated you to approve Timesheets for them.

Select All

| quickly search for something... | | 👁 💥 | 👤 Advanced search | ☐ Select All ✓ Approve |

Identifier	Employee	Lecturer	Head of Department	Department	Total Hours	Total Value	Status	Date Submitted	Action	Select
295	M User	J User	H User	History	01:00	0.00	Approved Level One	24 Jul 2017 @ 16:58	🔍	☐

| Approver 1 | J User | Approver 2 | H User |

Close Window

If you are rejecting this timesheet, please select who to reject to: Approver 1 ⌄

Also, please provide a reason for rejecting this timesheet:

Save For Later   **Approve**   Reject

Hourly Timesheet Approval

Your approval has been successfully processed.

Once Approver 2 approves, timesheets will be available to the Payroll Office for processing.

If the claim is incorrect Approver 2 can reject back to the Approver 1 <u>OR</u> the original Claimant for correction or deletion. A rejection reason must be supplied.

<u>Approver Delegation Facility:</u>

This facility allows you to delegate approval of timesheets to a colleague in your Department, to view and approve timesheets that have been sent to you for approval, in your absence. This option is available on the manager dashboard

Delegation   ADD DELEGATION

Search Approvers   🔍   ≡

| Approver | Type | Date |

Add Approver Delegation

Type* ▼   From Date* 📅

Delegate To* ▼   To Date 📅

Reason

☐   I authorise this individual to approve on my behalf

The screen above will appear. Please select the following:

- Type: Hourly Timesheet
- From Date:
- To Date:
- Delegate To: Type the first few letters of the person's surname and select from list
- Reason
- Place a tick in the box provided to authorise delegation
- Click on "Save"

To remove a nominee click on the three dots symbol, below, you will then have the option to delete the nominated person from the delegation facility.

Delegation

ADD DELEGATION

Search Approvers

Approver	Type	Date	
.	Hourly Timesheets	17-Aug-2020 - 17-Aug-2020	⋮

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Delete

Are you sure you want to delete this?

NO   YES