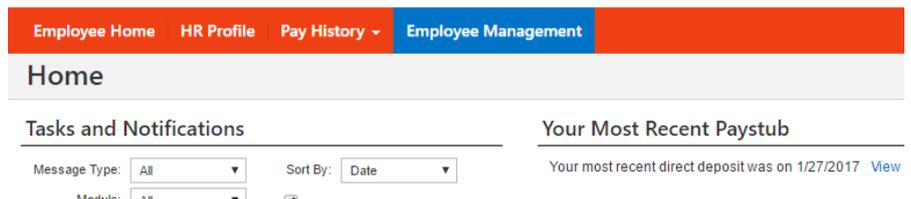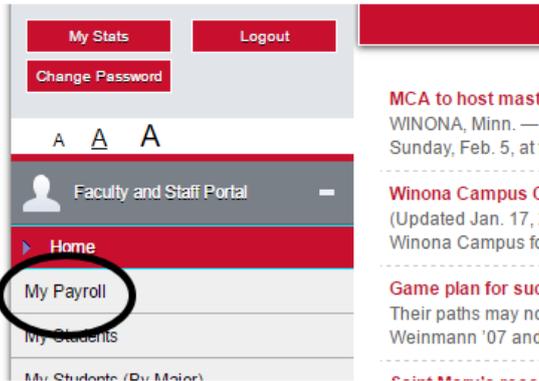# Faculty/Staff Portal

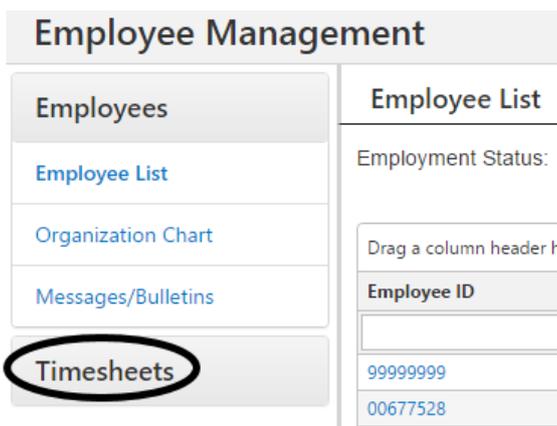## How do I approve Timecards in Greenshades?

1. Login to the Faculty portal. faculty.smumn.edu
2. Click on My Payroll on the left hand side
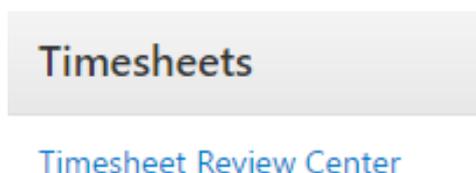

3. Click Employee Management

4. You will see your employees listed on the screen. Click on Timesheets on the left.
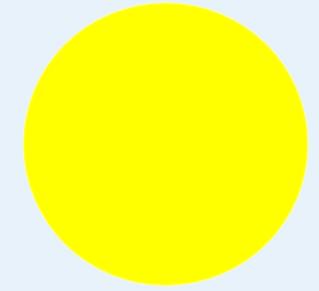

5. Click Timesheet Review Center

6. You can Approve All by clicking on the Approve All button or you can approve individually by clicking View to the left of the employees name.

Timesheet Review Center

Filter by: Pay Period End Date ▼ 2/3/2017 ▼

Timesheets ending on February 3, 2017

○ In Progress

Manage
Use these buttons to manage the timesheets you have selected.

✔ Submit All   4 In Progress Timesheets

✔ Approve All   0 Submitted for Review Timesheets

Details

7. If you are approving individually, scroll to the bottom of the screen after reviewing the hours and click Approve or Deny. Repeat for each staff member.

Review Timesheet: Approve or Deny for Payroll

Reviewer Comments (optional):

⊘ Deny   ✔ Approve

Unique solution ID: #1486
Author: n/a
Last update: 2017-02-03 16:13