

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.**

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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.

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.

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