

# UCD Online Timesheets - Approver 2

## 1. Logging On



- Go to [www.ucd.ie/hr/ess](http://www.ucd.ie/hr/ess)
- Click **Employee Self Service**
- Type in your UCD Connect username & password

• Click **Login**



If you are having difficulties logging in refer to the **trouble shooting guide** at [www.ucd.ie/hr/ess](http://www.ucd.ie/hr/ess)

• Click **My Hourly Timesheets Self Service**

Select this link to submit new or view existing hourly timesheets.

• Go to **Hourly Timesheet Approval Processing**

## 2. Approval Processing Summary

Hourly Timesheet Approval Processing

To Be Approved:

New **← New timesheets submitted for approval**

Rejected By Finance **← Timesheets for revision & re-approval**

Previously Approved: **← History of all approved & Rejected Timesheets**

Historic / Previously Approved Claims

Approver Nomination Facility:

[Approver Nomination](#) **← See section 4.**

## 3. Processing Timesheets

- Under **To Be Approved:** click on the 'linked' number e.g. **7** beside New or Rejected by Finance to open the screen with a view of all timesheets waiting for approval
- To open a particular timesheet click on

### To Approve a Timesheet

- Review the details of the claim &
- Click **Approve**

### To Reject a Timesheet

- You may reject a timesheet back to either the claimant or Approver one by selecting either:

please select who to reject to:

rejecting this timesheet to:

- Click **Reject**

### What Happens Next?

- Approved Timesheet goes to Finance for payroll processing
- Rejected Timesheet goes back to either Claimant or Approver One for revising and resubmission. An email alert to the claimant and approver One is generated.



Resubmitted claims must be approved by Approver 1 & 2 as per the current deadline in order to be paid in that payroll run

## 4. Approver Nomination

This facility allows you to nominate another employee set-up on Core to view and approve Timesheets sent to you for approval.

- Click **Approver Nomination**
- Click to open 'Nominee Directory'
- Enter Surname & Forename of nominee & click **Search**
- If there is more than one person with the same name, ensure to check the personnel number of the person you are nominating
- Select the employee you wish to nominate from the search results by clicking on the row. A symbol **✓** will appear beside the record.
- Click **Close**
- Tick the declaration box & click **Submit**
- The nominee name will be saved & appear in the table below the submit button - to remove a nominee click **X**
- An approver can have up to 5 active nominees saved



Did you know you can set-up an e-mail filter on UCD Connect to auto-file your timesheet notifications? See UCD IT Service web site for more info.