

## **Web Time and Leave Entry Quick Reference Guide for Supervisors/Approvers**

- 1) Login to VandalWeb at [www.vandalweb.uidaho.edu](http://www.vandalweb.uidaho.edu).
- 2) Select **Employee Menu** tab or **Employee Information** link.
- 3) Select **Web Time Entry/Supervisor Approval**.
- 4) Select **Approve or Acknowledge Time**.
- 5) Select the appropriate department code, pay period and sort order.
- 6) Click on the employee's names to review the hours and leave that they have been entered.
- 7) If everything looks right, click **Approve**.
- 8) Click **Previous Menu** and continue with the next employee.
- 9) Click **Change Selection** if you need to approve more than one departmental code. Refer back to step 5.
- 10) If you detect an error, click on **Add Comment** and indicate the error to the employee then click **Return for Correction**. The timesheet will be sent back to the employee for correction. Once the employee corrects it and resubmits it you will be able to review it again and approve it.
- 11) Employees who have not begun or submitted their timesheet or leave report for that pay period will be listed at the bottom of the page when sorted by status. You may need to remind them to complete and submit their timesheet if the deadline is approaching to ensure they receive a paycheck in a timely fashion.
- 12) Exit time approval when you have completed approving time and leave reports.

**The deadline for approving time and leave reports is Tuesday at 5pm following payday, unless otherwise indicated on the Payroll Deadline Calendar.**