

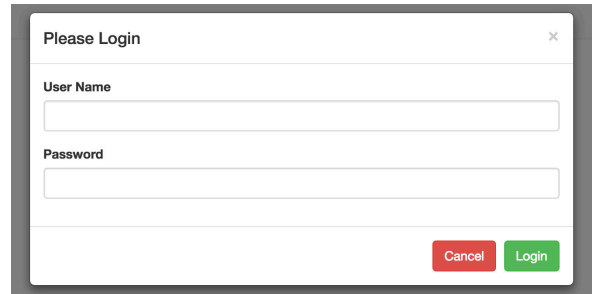
Timesheet Quick Start Guide for Supervisors

1.

Access timesheet at:
<https://businessops.louisville.edu/timekeeping/approve>

2.

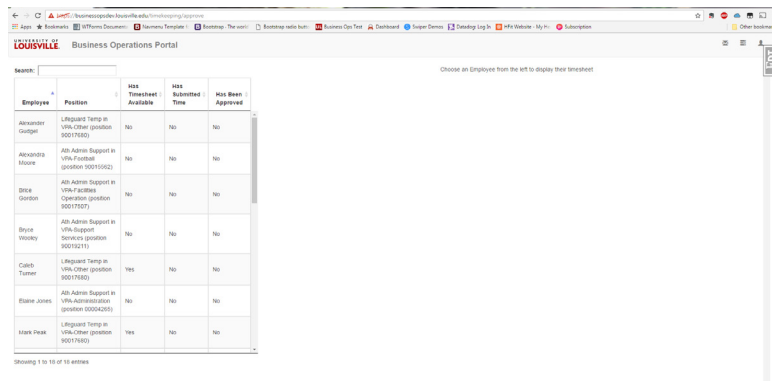
Log in University ID and password.



A login dialog box titled "Please Login" with a close button (X) in the top right corner. It contains two input fields: "User Name" and "Password". At the bottom right, there are two buttons: "Cancel" (red) and "Login" (green).

3.

The system knows who you are and will pre-populate your employees' timesheets for approval.

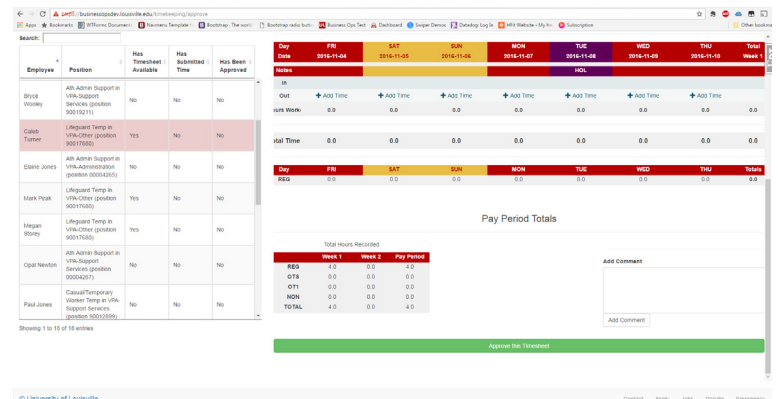


A screenshot of the Business Operations Portal showing a list of employees. The table has columns for Employee, Position, Has Timesheet Available, Has Submitted Time, and Has Been Approved. The data is as follows:

Employee	Position	Has Timesheet Available	Has Submitted Time	Has Been Approved
Alexander Guejard	Lt Support Temp in VPA, Other (position 90017168)	No	No	No
Alexandra Moore	Asst Admin Support in VPA, Football (position 90017022)	No	No	No
Brice Gordon	Asst Admin Support in VPA-Football Operations (position 90017027)	No	No	No
Brice Wooley	Asst Admin Support in VPA Support Services (position 90017031)	No	No	No
Clayton Turner	Lt Support Temp in VPA, Other (position 90017060)	Yes	No	No
Elaine Jones	Asst Admin Support in VPA Administration (position 90002405)	No	No	No
Mark Peak	Lt Support Temp in VPA, Other (position 90017060)	Yes	No	No

4.

Select employee, review timesheet for accuracy and approve.



A screenshot of the timesheet review interface. It shows a table of employees on the left and a detailed timesheet for the selected employee, Clayton Turner, on the right. The timesheet includes a grid for days of the week (FRI, SAT, SUN, MON, TUE, WED, THU) and a summary section for "Pay Period Totals".

Employee	Position	Has Timesheet Available	Has Submitted Time	Has Been Approved
Brice Wooley	Asst Admin Support in VPA Support Services (position 90017031)	No	No	No
Clayton Turner	Lt Support Temp in VPA/Other (position 90017060)	Yes	No	No
Elaine Jones	Asst Admin Support in VPA Administration (position 90002405)	No	No	No
Mark Peak	Lt Support Temp in VPA/Other (position 90017060)	Yes	No	No
Megan Stony	Lt Support Temp in VPA/Other (position 90017060)	Yes	No	No
Opal Newton	Asst Admin Support in VPA Support Services (position 90002405)	No	No	No
Paul Jones	Casual/Temporary Worker Temp in VPA Support Services (position 90013895)	No	No	No

Day	FRI	SAT	SUN	MON	TUE	WED	THU	Total
REG	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT3	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT9	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT10	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT11	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT12	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT13	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT14	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT15	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT16	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT17	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT18	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT19	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT20	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT21	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT22	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT23	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT24	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT25	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT26	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT27	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT28	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT29	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT30	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT31	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT32	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT33	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT34	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT35	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT36	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT37	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT38	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT39	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT40	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT41	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT42	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT43	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT44	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT45	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT46	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT47	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT48	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT49	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT50	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT51	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT52	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT53	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT54	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT55	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT56	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT57	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT58	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT59	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT60	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT61	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT62	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT63	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT64	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT65	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT66	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT67	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT68	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT69	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT70	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT71	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT72	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT73	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT74	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT75	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT76	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT77	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT78	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT79	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT80	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT81	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT82	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT83	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT84	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT85	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT86	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT87	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT88	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT89	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT90	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT91	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT92	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT93	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT94	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT95	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT96	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT97	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT98	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT99	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
OT100	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0