



How to Approve Workforce Time-off Requests & Timesheets

Workforce is where employees can view hours worked for extra duties, allotment balances, and absences requested through Workforce or Aesop.

*****Only accessible from U-46 district grounds*****

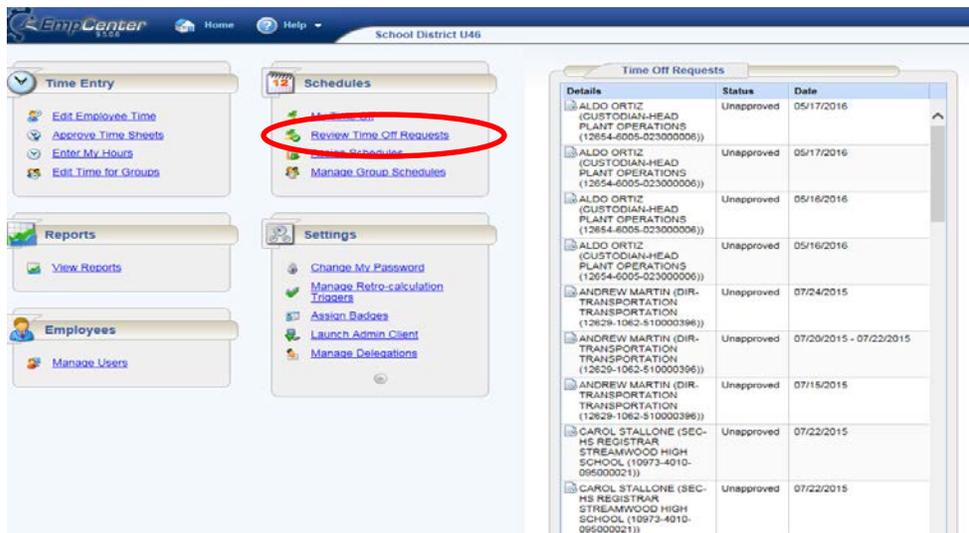
Approve Time Off Requests - to be able to view and approve time off requests for your employees.

This process should be done on a weekly basis by the end of day Tuesday of each week.

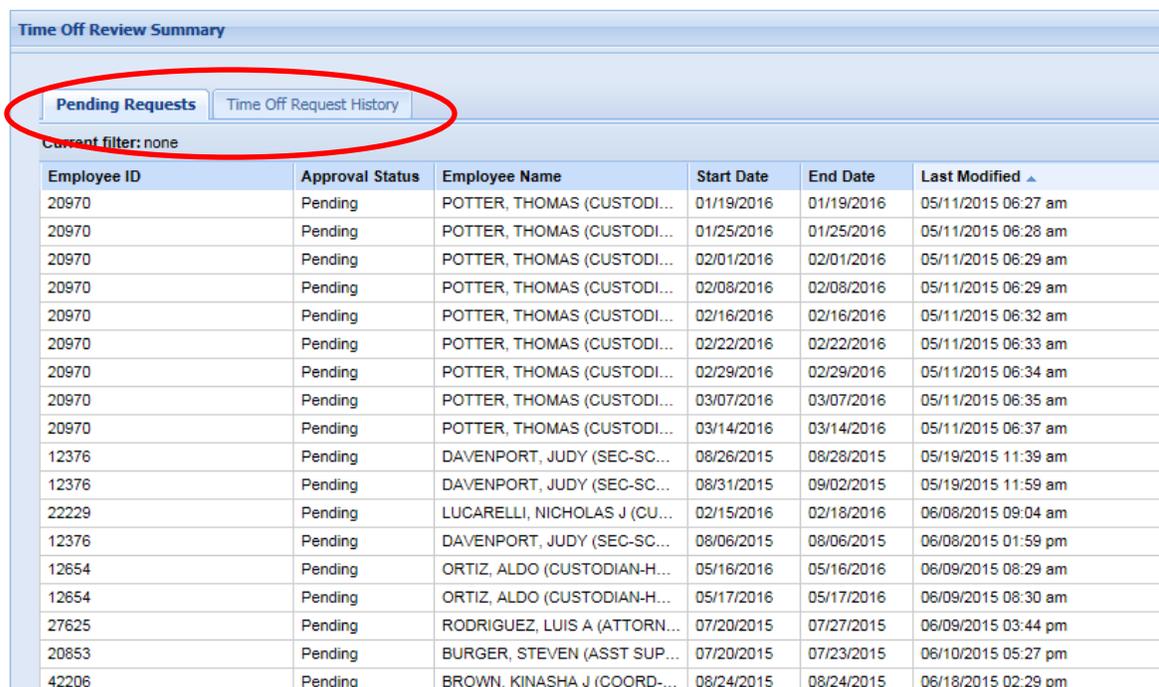
****All time off requests for the processing week should be approved before you move on to approve the timesheets.**

Details	Status	Date
ALDO ORTIZ (CUSTODIAN-HEAD PLANT OPERATIONS (12654-6005-023000006))	Unapproved	05/17/2016
ALDO ORTIZ (CUSTODIAN-HEAD PLANT OPERATIONS (12654-6005-023000006))	Unapproved	05/17/2016
ALDO ORTIZ (CUSTODIAN-HEAD PLANT OPERATIONS (12654-6005-023000006))	Unapproved	05/16/2016
ALDO ORTIZ (CUSTODIAN-HEAD PLANT OPERATIONS (12654-6005-023000006))	Unapproved	05/16/2016
ANDREW MARTIN (DIR-TRANSPORTATION (12629-1062-510000396))	Unapproved	07/24/2015
ANDREW MARTIN (DIR-TRANSPORTATION (12629-1062-510000396))	Unapproved	07/20/2015 - 07/22/2015
ANDREW MARTIN (DIR-TRANSPORTATION (12629-1062-510000396))	Unapproved	07/15/2015
CAROL STALLONE (SECS REGISTRAR STREAMWOOD HIGH SCHOOL (10973-4010-095000021))	Unapproved	07/22/2015
CAROL STALLONE (SECS REGISTRAR STREAMWOOD HIGH SCHOOL (10973-4010-095000021))	Unapproved	07/22/2015

On the right side of your screen, you will see your time off requests that are pending for your employees.



Select Review Time Off Requests to approve time off.



The system will list all pending requests in one tab and all request history in a separate tab for viewing.

By clicking on the employee name, the approval screen will appear, and you can approve or reject the request.

Details	Status	Date
ALDO ORTIZ (CUSTODIAN-HEAD PLANT OPERATIONS (12654-6005-023000006))	Unapproved	05/17/2016
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ALDO ORTIZ (CUSTODIAN-HEAD PLANT OPERATIONS (12654-6005-023000006))	Unapproved	05/16/2016
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ANDREW MARTIN (DIR-TRANSPORTATION TRANSPORTATION (12629-1062-510000396))	Unapproved	07/24/2015
ANDREW MARTIN (DIR-TRANSPORTATION TRANSPORTATION (12629-1062-510000396))	Unapproved	07/20/2015 - 07/22/2015
ANDREW MARTIN (DIR-TRANSPORTATION TRANSPORTATION (12629-1062-510000396))	Unapproved	07/15/2015
CAROL STALLONE (SEC-HS REGISTRAR STREAMWOOD HIGH SCHOOL (10973-4010-095000021))	Unapproved	07/22/2015
CAROL STALLONE (SEC-HS REGISTRAR STREAMWOOD HIGH SCHOOL (10973-4010-095000021))	Unapproved	07/22/2015
CHERYL WARD (SEC-HS PRINCIPAL BARTLETT HIGH SCHOOL (12206-4010-089000016))	Unapproved	07/23/2015

Approve Timesheets - to be able to view and approve timesheets for your employees.

This process should be done on a weekly basis by the end of day Tuesday of each week.

Employee ID	Employee Name	Assignment	Total Hours	Leave Hours	Exceptions	Manager Approval
	HATTA, SUSAN	PLANT OPS ASSISTANT PLANT OPERATIONS (10	8.0	8.0	No	<input checked="" type="checkbox"/> Approve
	MEYER, WILLIAM	COORD-CUSTODIAL SVCS PLANT OPERATIONS (1	0.0	0.0	No	<input checked="" type="checkbox"/> Approve
	CREADON, JOSEPH	SUPVR-GROUNDS PLANT OPERATIONS ('	40.0	40.0	No	<input type="checkbox"/> Approve
	BEU, JOSHUA	COORD-CUSTODIAL SEC PLANT OPERATIONS (12	0.0	0.0	No	<input type="checkbox"/> Approve

To approve timesheets, you should click on the Manager Approval check box and a green check mark will appear.

Employee Name	Employee Assignment	Total Hours	Regular Hours	Overtime Hours	Level Hours	Comp Time Earned	Leave Hours	Exceptions	Manager Approval
MCKNIGHT, MARK	CONSTRUCTN PRJ COORD PLANT OPERATIONS (1	43.0	40.0	3.0	0.0	0.0	0.0	Yes	<input checked="" type="checkbox"/> Approve
HAACKER, SCOTT	FAC ELECTRONC MONITR PLANT OPERATIONS (1	40.25	40.0	0.25	0.0	0.0	0.0	No	<input type="checkbox"/> Approve
GILL, HEIDI	SEC-DIR BUILDINGS PLANT OPERATIONS	40.0	36.0	0.0	0.0	0.0	4.0	Yes	<input checked="" type="checkbox"/> Approve
KNIECE, SHARON	SEC- MAINTENANCE PLANT OPERATIONS	40.0	36.0	0.0	0.0	0.0	4.0	Yes	<input checked="" type="checkbox"/> Approve
WUILLEUMIER, NANCY	SEC-DIR BUILDINGS PLANT OPERATIONS	40.0	0.0	0.0	0.0	0.0	40.0	No	<input checked="" type="checkbox"/> Approve
MOYERS, DONNA	CONSTRUCTN OWNR REP PLANT OPERATIONS (12	0.0	0.0	0.0	0.0	0.0	0.0	No	<input type="checkbox"/> Approve
SUSMAN, BRENDA	SEC-PLANT OPERATIONS PLANT OPERATIONS (1	40.0	40.0	0.0	0.0	0.0	0.0	Yes	<input checked="" type="checkbox"/> Approve
BROTSCHUL, MARTIN	CONSTRUCTN OWNR REP PLANT OPERATIONS (24	35.5	35.5	0.0	0.0	0.0	0.0	Yes	<input checked="" type="checkbox"/> Approve
CARRINGTON, CRYSTAL	FAC ELECTRONC MONITR PLANT OPERATIONS (4	40.0	40.0	0.0	0.0	0.0	0.0	Yes	<input type="checkbox"/> Approve
WIMMER, TIMOTHY	CONSTRUCTN PRJ COORD PLANT OPERATIONS (4	34.25	34.25	0.0	0.0	0.0	0.0	Yes	<input checked="" type="checkbox"/> Approve

If there are exceptions on the timesheets, the exception column will say “Yes” and from there you can double click on the employee to view their timesheet before your approval.

Employee ID	Employee Name	Assignment	Total
	HATTA, SUSAN	PLANT OPS ASSISTANT PLANT OPE	
	MEYER, WILLIAM	COORD-CUSTODIAL SVCS PLANT C	
	CREADON, JOSEPH	SUPVR-GROUNDS PLANT OPERATI	
	BEU, JOSHUA	COORD-CUSTODIAL SEC PLANT OF	
	TEBELL, JAY	SUPVR-MAINTENANCE PLANT OPE	
	RAMOS, RICHARD	COORD-FACILITIES PLANT OPERA	
	BERNA, GREG	ARCHITECT PLANT OPERATIONS (

Once you have approved everyone for the week, you can save your approvals.