## Approver Time Entry

When you go into SSB, click on Time Sheet.

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Make sure the radio button next to Approve or Acknowledge Time is selected. Then click on "Select".

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## Approver Time Entry

Click on the name of the employee whose time sheet you want to approve.

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Review the time listed. If everything is okay, click on "Approve." If you have questions, then if it is before the 11:59 pm Sunday submission time, click on "Return for Correction" and send Carlos an email to tell him you have done so.

If it is after the submission deadline of 11:59 pm Sunday, you will need to click on "Change Record" and make the necessary changes. Put a comment in the comment field to document your changes. Also, email Carlos to let him know about the changes you made and the reason for doing so. Then you can approve it.

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