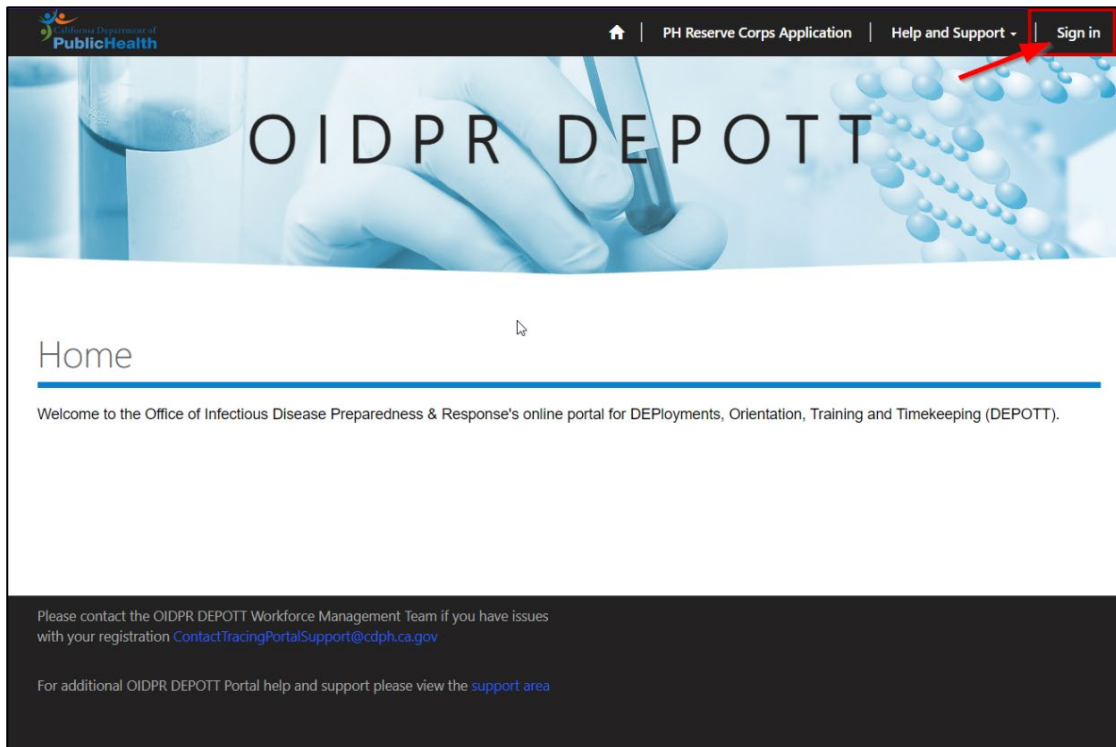


## Timekeeping – Approver

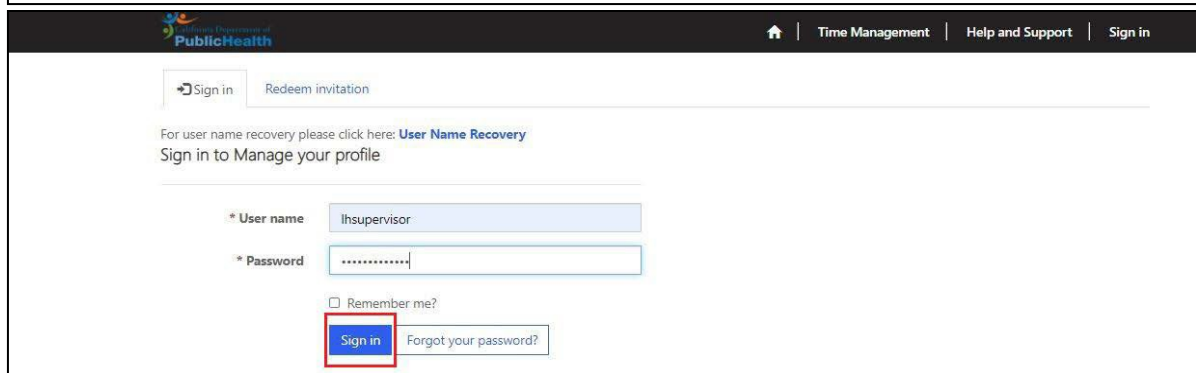
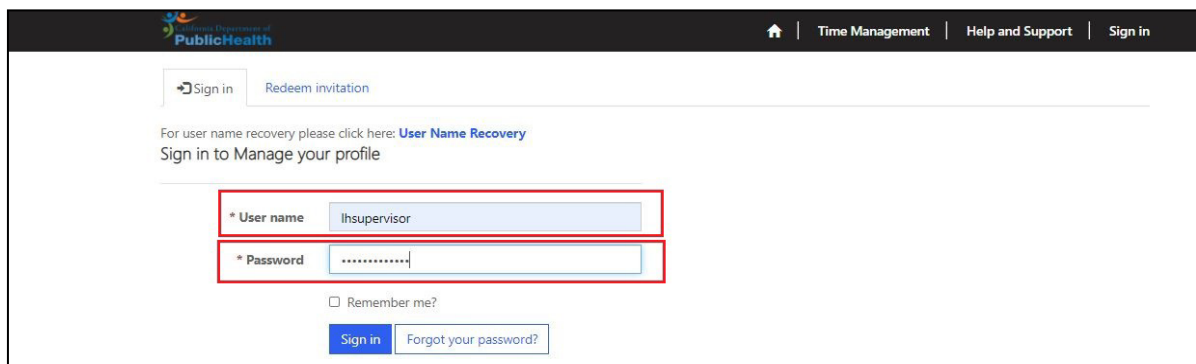
### Step 1: Sign in to Portal

Go to the [Office of Infectious Diseases Preparedness and Response's DEPOTT Portal](#) and click on Sign In



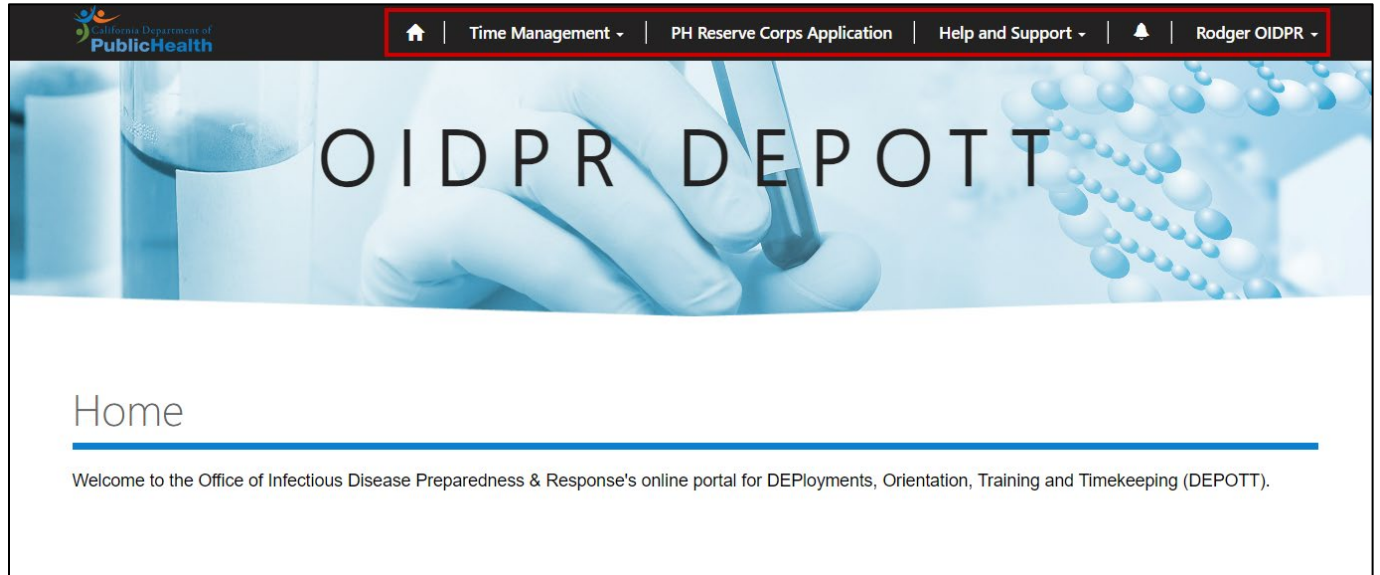
### Step 2: Enter username and password

- Enter your user name and password in the appropriate fields.
- Click the blue 'Sign in' button.

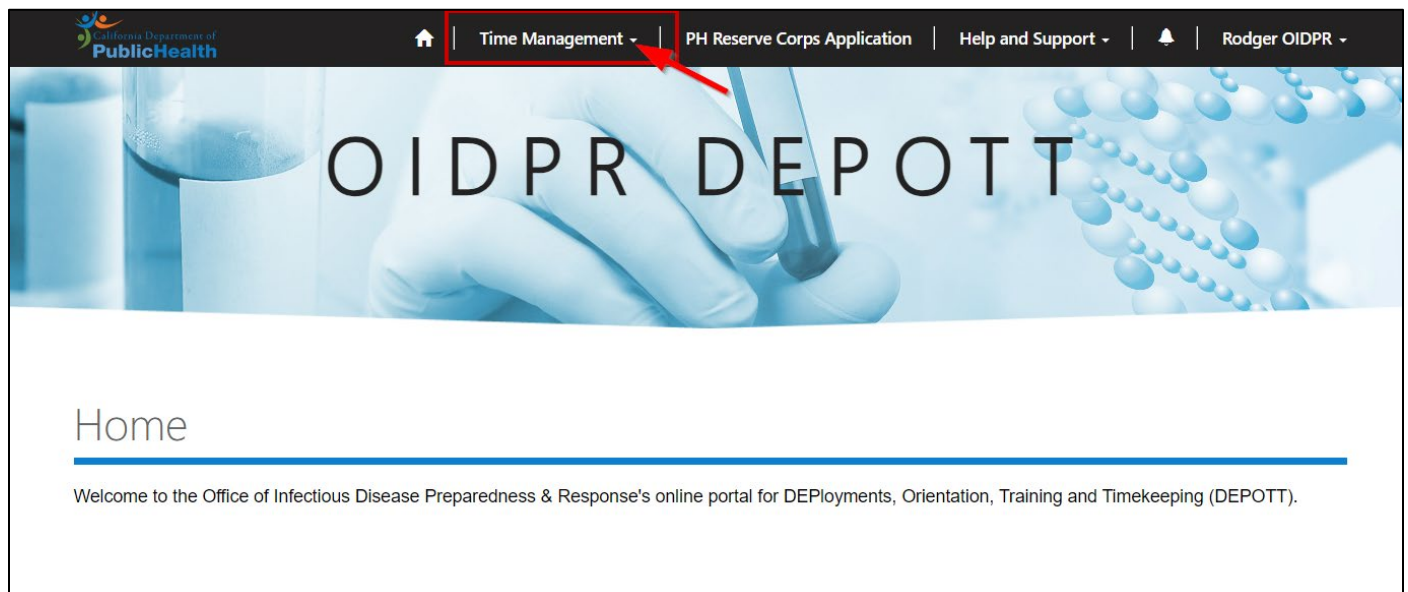


### Step 3: Access Time Sheets

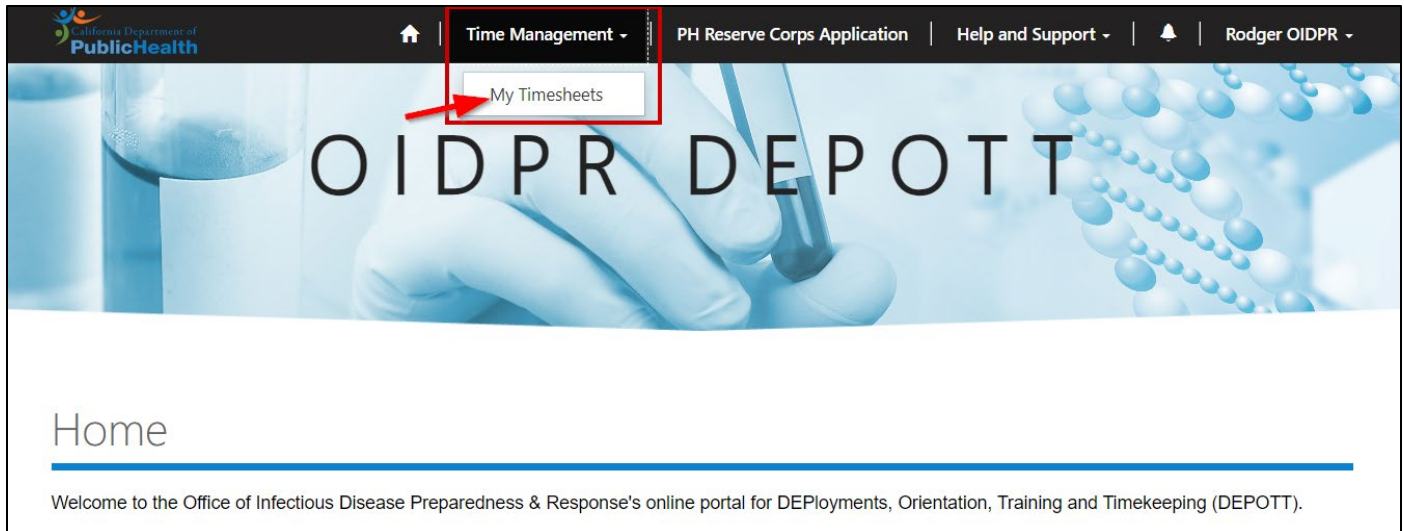
- After clicking the 'Sign in' button in the previous step, you are taken to the home page. (Notice the menu bar has changed).



1. Click on "Time Management" from the menu bar at the top of the page. A drop-down menu will appear.



- From the drop-down menu, select "Time Approval".  
**Note:** only Supervisors have the Time Approval option.

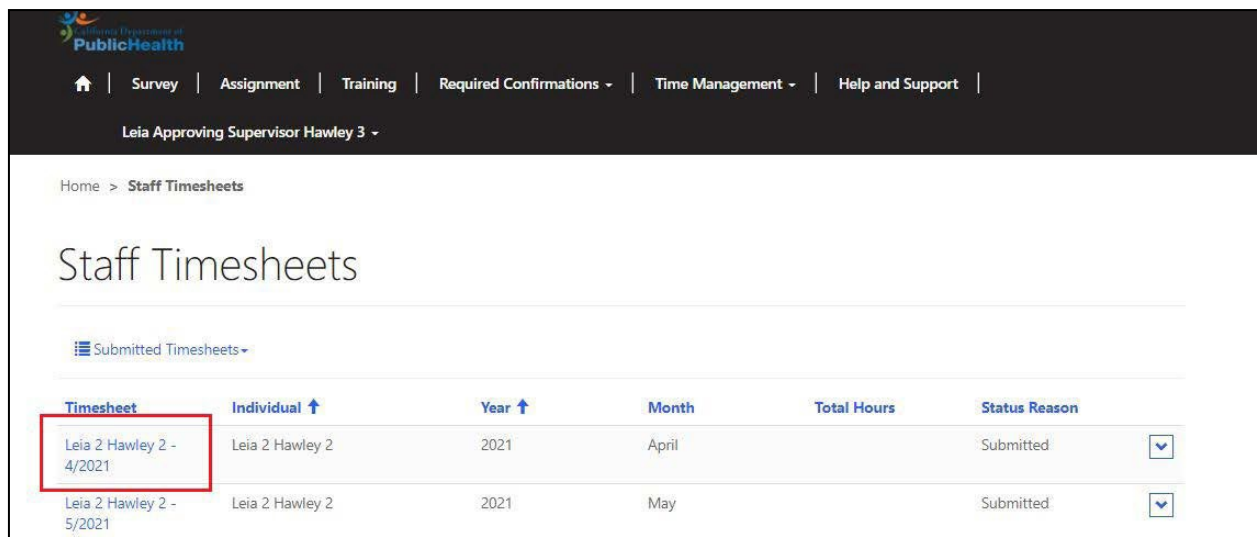


#### Step 4: Select Staff Timesheet

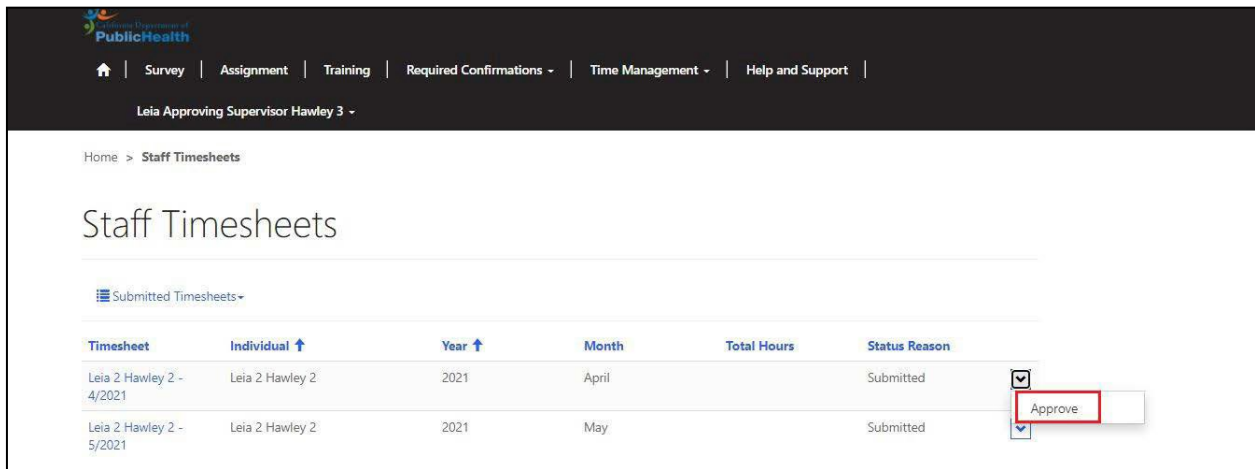
On the Staff Timesheet page, you can select the time sheet you wish to review and approve. There are two ways to approve a timesheet:

- Click on the timesheet hyperlink and approve it through the Staff Timesheet Entry Review page.
- Click on the arrow button on the far right (next to the 'Status Reason' field) for a drop-down menu and select 'approve' from the drop-down menu.

#### Option 1:



Option 2:

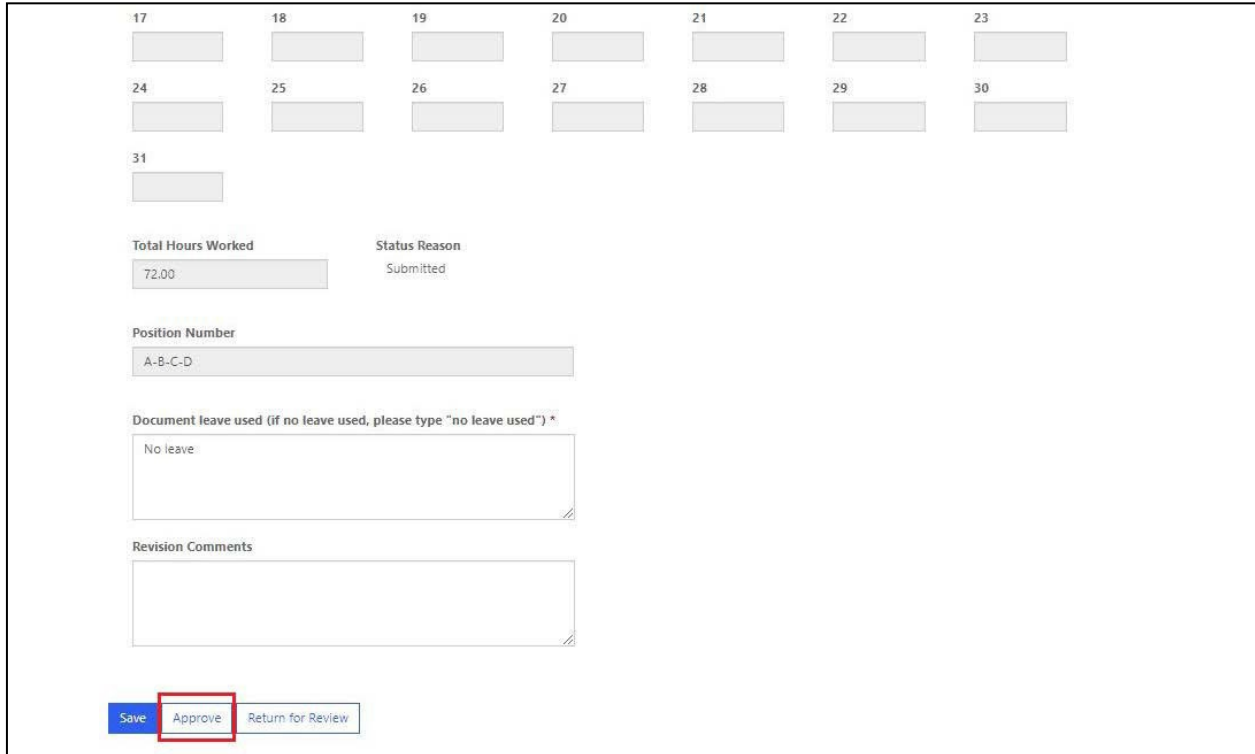


| Timesheet                | Individual ↑    | Year ↑ | Month | Total Hours | Status Reason |
|--------------------------|-----------------|--------|-------|-------------|---------------|
| Leia 2 Hawley 2 - 4/2021 | Leia 2 Hawley 2 | 2021   | April |             | Submitted     |
| Leia 2 Hawley 2 - 5/2021 | Leia 2 Hawley 2 | 2021   | May   |             | Submitted     |

### Step 5: Review and Approve or Return Timesheet

If you choose option 1 in step 4, you are redirected to the timesheet entry review page. Here, you can review the timesheet submission and approve or return the timesheet to the submitter for review.

1. If the timesheet is accurate, click the 'Approve' button located at the bottom of the page below the data fields.



17 18 19 20 21 22 23

24 25 26 27 28 29 30

31

Total Hours Worked: 72.00

Status Reason: Submitted

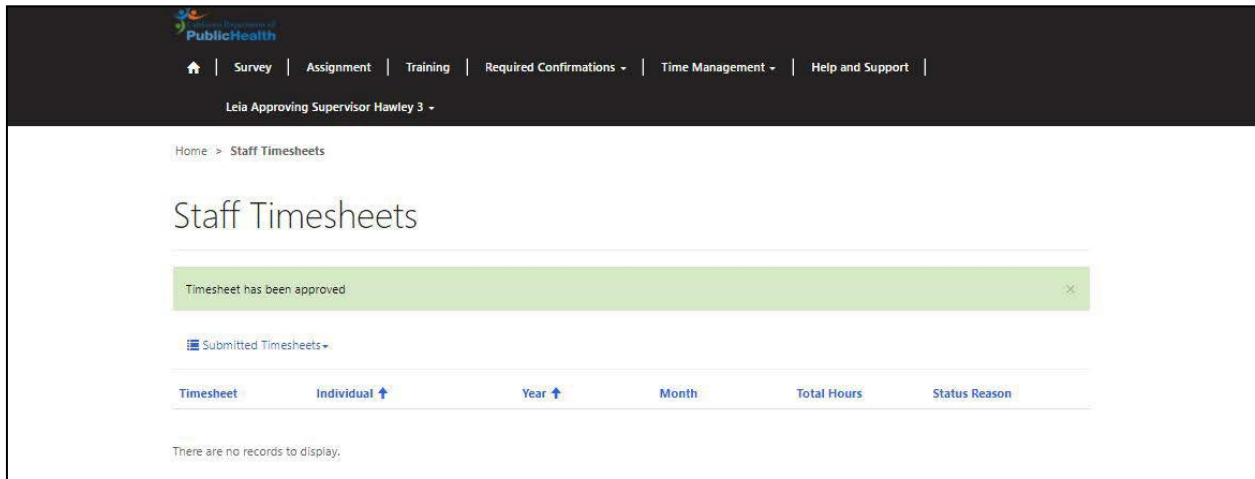
Position Number: A-B-C-D

Document leave used (if no leave used, please type "no leave used")\*: No leave

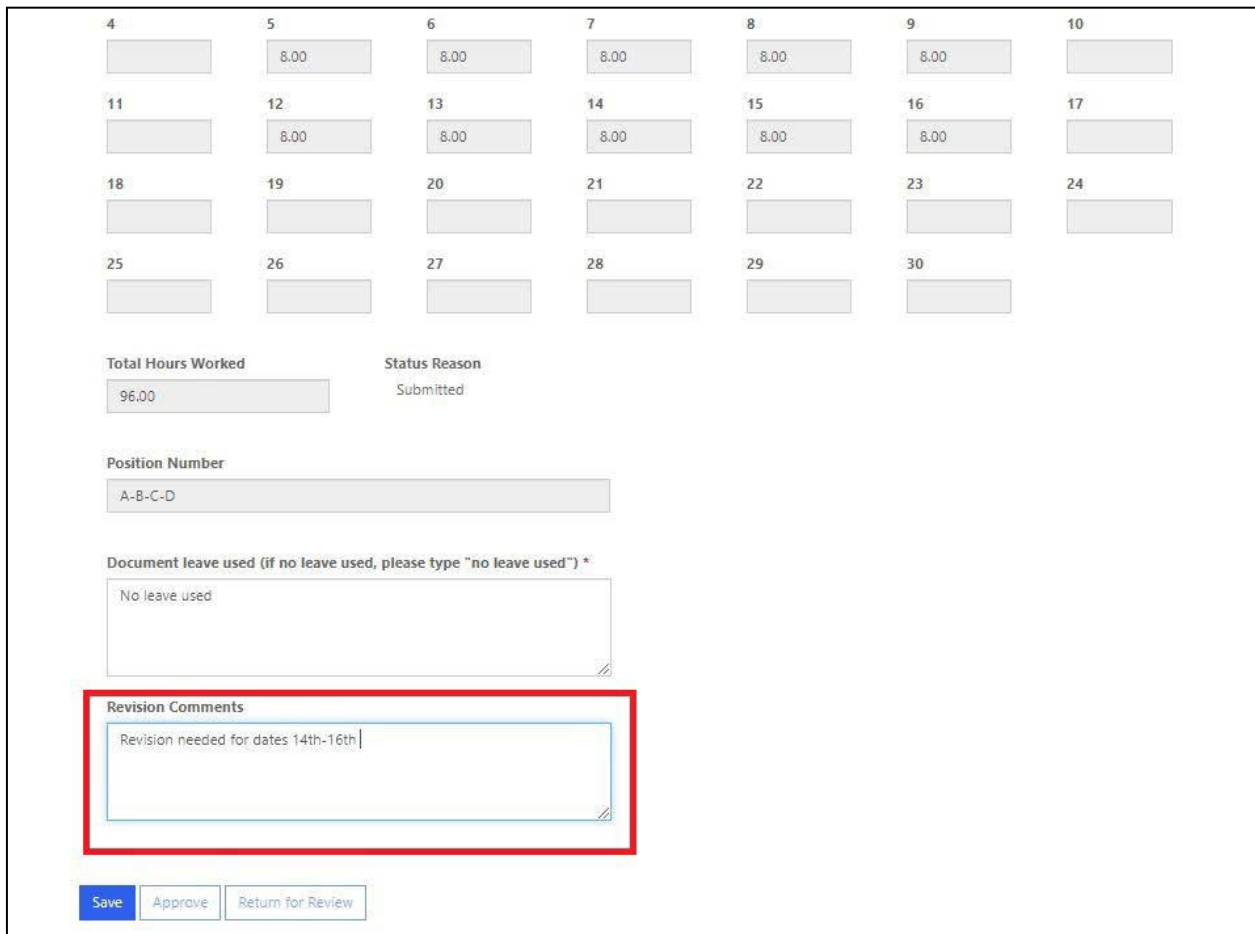
Revision Comments:

Save Approve Return for Review

- Once you click the 'Approve' button, you are redirected back to the staff timesheet page and a confirmation message will appear, confirming the timesheet has been approved.



- If the timesheet is inaccurate, enter a comment in the 'Revision Comments' datafield and click the 'Save' button.



- After revision comments have been saved, click the “Return for Review” button. This will send the timesheet back to the submitter for review, correction and resubmission and you are redirected back to the Staff Timesheet page.

**Note:** The timesheet submitter will receive an email notifying them of the returned timesheet.


|                      |                      |                      |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 4                    | 5                    | 6                    | 7                    | 8                    | 9                    | 10                   |
| <input type="text"/> | 8.00                 | 8.00                 | 8.00                 | 8.00                 | 8.00                 | <input type="text"/> |
| 11                   | 12                   | 13                   | 14                   | 15                   | 16                   | 17                   |
| <input type="text"/> | 8.00                 | 8.00                 | 8.00                 | 8.00                 | 8.00                 | <input type="text"/> |
| 18                   | 19                   | 20                   | 21                   | 22                   | 23                   | 24                   |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 25                   | 26                   | 27                   | 28                   | 29                   | 30                   |                      |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |                      |

Total Hours Worked:  Status Reason:

Position Number:

Document leave used (if no leave used, please type "no leave used") \*

Revision Comments:



[Home](#) | [Survey](#) | [Assignment](#) | [Training](#) | [Required Confirmations](#) | [Time Management](#) | [Help and Support](#)

Leila Approving Supervisor Hawley 3

Home > Staff Timesheets

## Staff Timesheets

Submitted Timesheets

| Timesheet                 | Individual ↑     | Year ↑ | Month | Total Hours | Status Reason |   |
|---------------------------|------------------|--------|-------|-------------|---------------|---|
| Leila 2 Hawley 2 - 4/2021 | Leila 2 Hawley 2 | 2021   | April | 96.00       | Submitted     | ▼ |