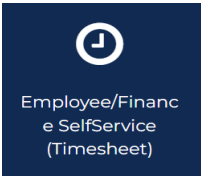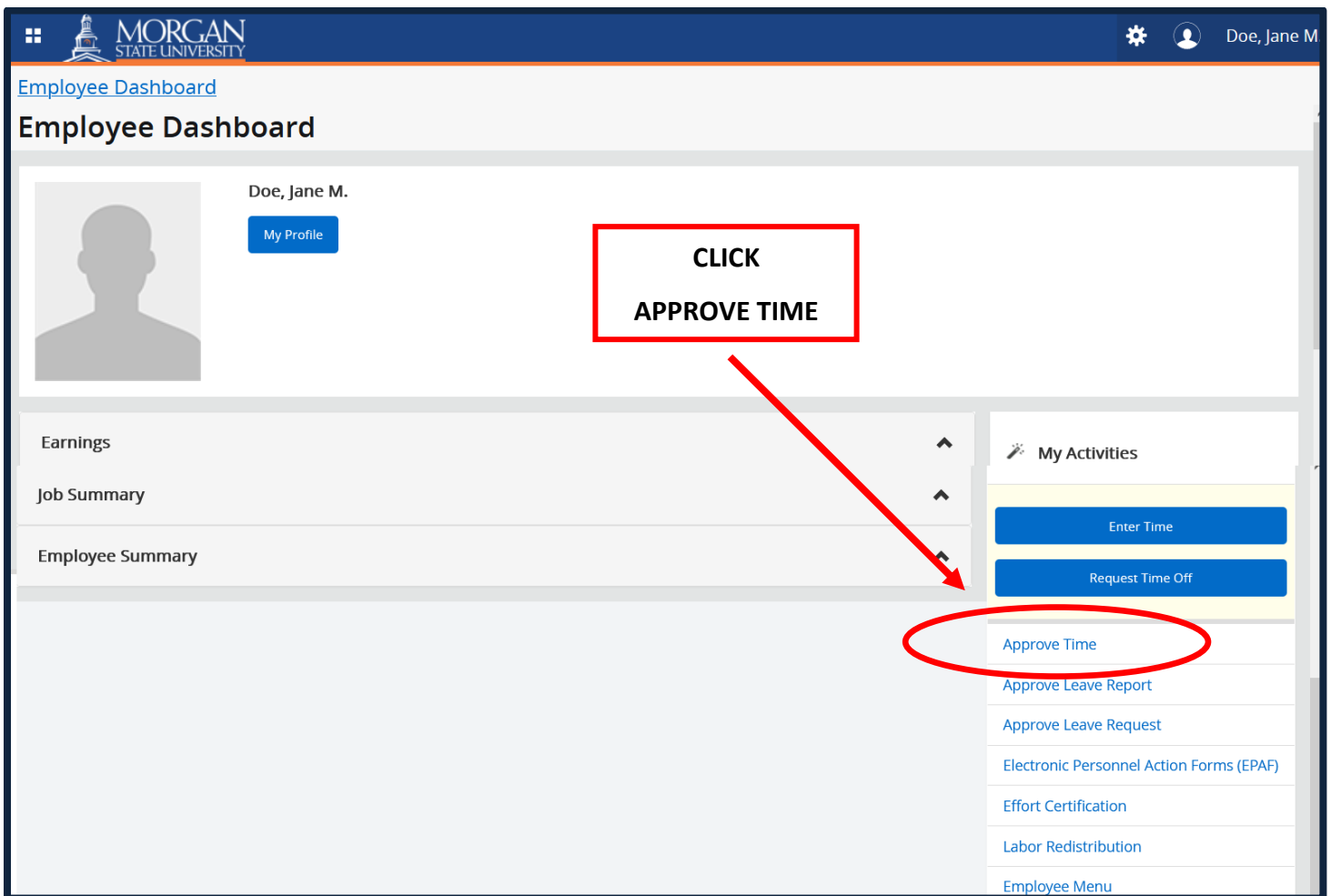# MORGAN STATE UNIVERSITY
# HOW TO APPROVE TIME ENTRY IN EMPLOYEE SELF-SERVICE

You can approve time by clicking on the Employee/Finance Self-Service (Timesheet) icon on the Morgan State WebSIS Landing Page. When you do so, the Employee Dashboard will display.

**Follow the instructions in the squares on the following screen shots. The arrows from the square point to the action to take in the circled buttons.**



When you click **"Approve Time,"** the **Time Entry Approvals** page is displayed.

# MORGAN STATE UNIVERSITY
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When you click **"EMPLOYEE NAME"** or "**PREVIEW**," the **Timesheet Detail Summary** page is displayed.

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When you click "**Approve**," the approved timesheet will be processed for pay.

# MORGAN STATE UNIVERSITY
# HOW TO APPROVE TIME ENTRY IN EMPLOYEE SELF-SERVICE
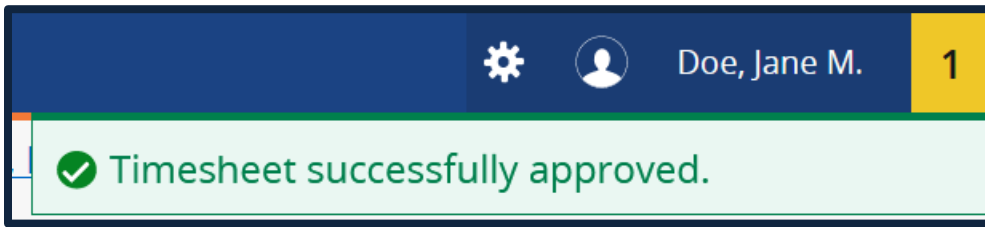


With approvals successfully processed, you may sign-out.



CLICK PERSON ICON TO SIGN OUT