UCD Online Timesheets - Approver 1

1. Logging On
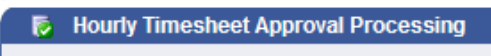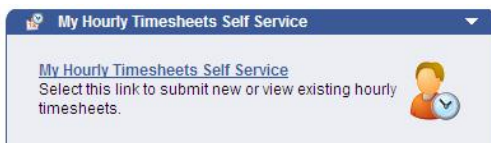
- Go to www.ucd.ie/hr/ess

- Click **Employee Self Service**

- Type in your UCD Connect username & password
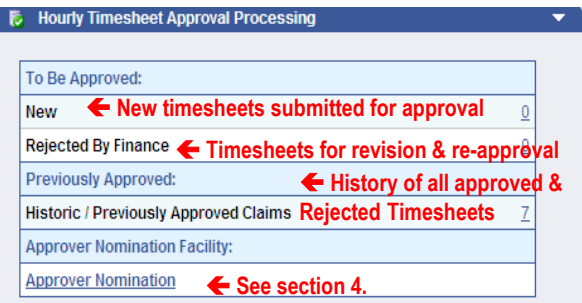
- Click **Login**

> **Note!** If you are having difficulties logging in refer to the *trouble shooting guide* at www.ucd.ie/hr/ess

- Click

  My Hourly Timesheets Self Service
  My Hourly Timesheets Self Service
  Select this link to submit new or view existing hourly timesheets.

- Go to **Hourly Timesheet Approval Processing**

2. Approval Processing Summary

Hourly Timesheet Approval Processing

To Be Approved:	
New	← **New timesheets submitted for approval** 0
Rejected By Finance	← **Timesheets for revision & re-approval**
Previously Approved:	← **History of all approved &**
Historic / Previously Approved Claims	**Rejected Timesheets** 7
Approver Nomination Facility:	
Approver Nomination	← **See section 4.**

3. Processing Timesheets

- Under **To Be Approved:** click on the 'linked' number e.g. **7** beside New or Rejected by Finance o open the screen with a view of all timesheets waiting for approval

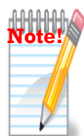- To open a particular timesheet click on

To Approve a Timesheet

– Select point & rate of pay from drop down list

– Select Cost Centre / Research project account from the drop down **Approve**

– Click

To Reject a Timesheet

– Enter reason for rejection & instructions to claimant in box provided **Reject**

– Click

What Happens Next?

- Approved Timesheet goes to Approver 2 for approval and an email alert to Approver 2 is generated.

- Rejected Timesheet goes back to Claimant for revising and resubmission. An email alert to the claimant is generated.

> **Note!** Resubmitted claims must be approved by Approver 1 & 2 as per the current deadline in order to be paid in that payroll run

4. Approver Nomination

This facility allows you to nominate another employee set-up on Core to view and approve Timesheets sent to you for approval.

- Click **Approver Nomination**

- Click 🔍 to open 'Nominee Directory'

- Enter Surname & Forename of nominee & click **Search**

- If there is more than one person with the same name, ensure to check the personnel number of the person you are nominating

- Select the employee you wish to nominate from the search results by clicking on the row. A symbol ✔ will appear beside the record.

- Click **Close**

- Tick the declaration box & click **Submit**

- The nominee name will be saved & appear in the table below the submit button - to remove a nominee click ✖

- An approver can have up to 5 active nominees saved

> **Did you know** you can set-up an e-mail filter on UCD Connect to auto-file your timesheet notifications? See **UCD IT Service web site for more info.**