View / Approve / Reject Employee Timesheet

- 1. Log into A360 at https://myadvantagecloud.cgi.com/PROD/portal/Advantage360Home
- 2. Click Manager Self Service



3. Click on the Time and Leave tab, Actions & Alerts subtab.

<u>CGI</u> Adva	ntage мss	🏃 General HR	📆 Time and Leave	. Performance	Position
Calendar	Actions & A	lerts			

4. The **Timesheet Worklist** widget displays pending timesheets which require action from you. Once a timesheet has been approved or rejected, it is removed from the worklist.

The display of employee timesheets depends on your assigned supervisory role. *Note: If someone has assigned you as their "alternate approver" while they are out of the office, you will see timesheets from employees other than your direct reports.*

Timesheet Worklist (1	1				
Name	Pay Period End Date	Submit Date	Approve	Reject	
Robert Butler	08/31/2010	♣ 08/11/2010	0	0	
Detailed \	/iew	Quick View			

5. View Timesheet Details in Read-Only Mode (Detailed View)

The employee name on the worklist is displayed as a hyperlink; click this link to view the timesheet in read-only mode. (Managers cannot edit an employee's timesheet, only approve for submission or reject for employee correction). This view opens up a new window with timesheet details and employee comments.

IMEI 228 1711240000097 1	1 of 2 UIEW All Line Processing was succe	essrui	
Document View			
🖌 Timesheet Header			
Timesheet Details	Timesheet		
Other Activity	Transaction ID : TIMEI-1711240000097		
Document Comments	Employee Name : Harres Harres	Home Department : 228	Title - TEAM LEADER
Document Attachments	Employee ID :	Home Unit : 2207	Sub-Title : FTEAM LEADER
Document History	Work Cycle : MF8A	Dept Specific ID :	Time Class : FT
Document Reference	Appointment ID :	Pay Location : INFO TECH	Title Group :
Future Triggering	Reporting To : FIT DIRECTOR	Submitter ID : mb.test2	Submitted Date : 11/29/2017
Forms	Times	sheet for pay period September 4, 2017 To Septer	nber 17, 2017
	 Pay Period Standard Hours : 72 		
	In order to submit your changes you must confirm the	at you agree to security terms by checking the follow	ing box.
	This serves as your electronic signature and submis	sion of Time and Leave Activity changes.	
	I agree that the above information is correct for r	my Time and Leave Submissions."	
	Comments :		

6. Click on **Timesheet Details**. You will need to close out of this window to approve or reject the timesheet.

locument View													_		
Teachad lloada		~											Leave	e Balance	
Timesneet Header	6		101010-010	4									View	Accounti	
/ Timesheet Details		~ IIm	esnee	et	_								Printe	er Friend	
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ocument Reference		Employe	e ID :	-		nome :	Home Ur	nit : 2207				Sub-t	itle : FTEAM LE	EADER	
iture Triggering		Work C	ycle : MF	8A		Dept Specific ID :						Time Class : FT			
orms	Ар	pointmen	nt ID :			Pay Location : INFO TECH						Title Group :			
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7. Quick View

Mouse over the Pay Period End Date and select the down arrow to open a quick view, which displays the timesheet details. Select 😣 to close this view.

Timesheet details																
Event Type	Mon 8/16	Tue 8/17	Wed 8/18	Thu 8/19	Fri 8/20	Sat 8/21	Sun 8/22	Mon 8/23	Tue 8/24	Wed 8/25	Thu 8/26	Fri 8/27	Sat 8/28	Sun 8/29	Mon 8/30	Tue 8/31
REGULAR PAY	8:00	8:00	0	0	8:00	8:00	8:00	8:00	8:00	0	0	8:00	8:00	8:00	0	8:00
SICK USAGE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8:00	0

8. Approve/Reject Worklist Item

To approve or reject a worklist item, select either the **Approve** or **Reject** button, and an approve/reject comment box will pop up. Comments are mandatory if the work item is being rejected. Select the **Submit** button to approve the item, or select 🐼 to cancel approve/reject action for that particular request. After a request is approved or rejected, the corresponding work item is removed from the worklist.

Approve Document	8
Comments:	
Submit	

Reject Docu	nent	8
Comments:		
	Submit	