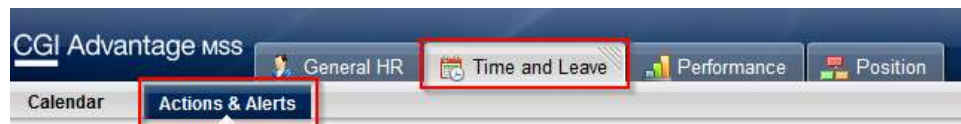


# View / Approve / Reject Employee Timesheet

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

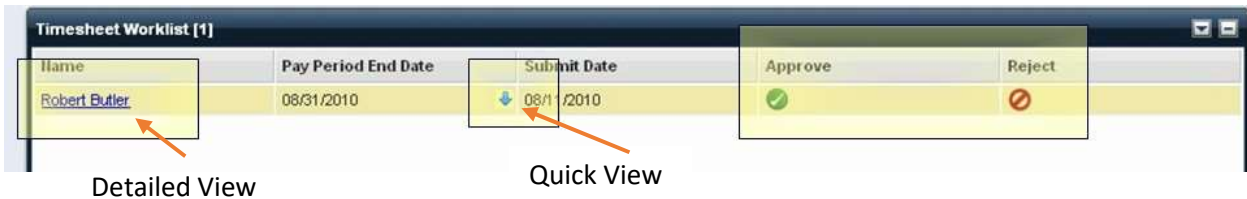


3. Click on the **Time and Leave** tab, **Actions & Alerts** subtab.



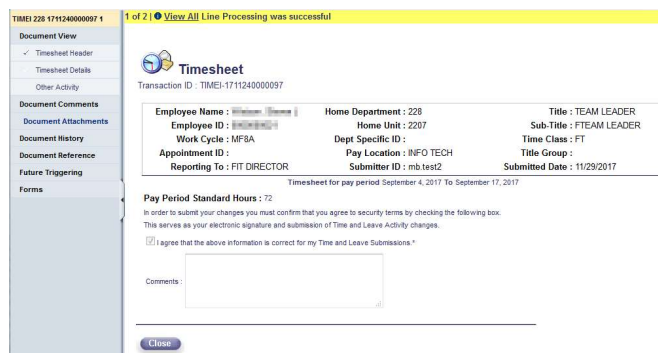
4. The **Timesheet Worklist** widget displays pending timesheets which require action from you. Once a timesheet has been approved or rejected, it is removed from the worklist.

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.*



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.



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

TIMEI 228 171124000097 1 of 2 | [View All](#) Line Processing was successful

Document View

- Timesheet Header
- ✓ Timesheet Details
- Other Activity

Document Comments

Document Attachments

Document History

Document Reference

Future Triggering

Forms

[Leave Balance](#)  
[View Accounting](#)  
[Printer Friendly](#)

## Timesheet

Transaction ID : TIMEI-171124000097

[Close](#)

---

Name : [REDACTED]

Employee ID : [REDACTED]

Work Cycle : MF8A

Appointment ID :

Reporting To : FIT DIRECTOR

Home Department : 228

Home Unit : 2207

Dept Specific ID :

Pay Location : INFO TECH

Title : TEAM LEADER

Sub-title : FTEAM LEADER

Time Class : FT

Title Group :

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[Leave Balance](#)
[View Default Accounting](#)
[View/Hide Override Details](#)
[View Time In/Time Out](#)

Timesheet for pay period September 4, 2017 to September 17, 2017

Event	Overrides	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours
		4	5	6	7	8	9	10	
1 REG		08:00	08:00	08:00	08:00	08:00	08:00		48:00

Fund: Sub Fund: Dept: Unit: Sub Unit:

Appropriation Unit: LDPR Profile: Location: Sub Location: Activity:

Sub Activity: Function: Sub Function: Task: Sub Task:

### 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**

Comments:

[Submit](#)

**Reject Document**

Comments:

[Submit](#)