Approving multiple timecards in Themis

Whenever a staff member submits a timecard to you for approval, a notification will display in your Themis Worklist. In addition, if the transaction is not actioned prior to the overnight process, you will receive an overnight email advising you that a timecard is awaiting your approval.

<table>
<thead>
<tr>
<th>From</th>
<th>Type</th>
<th>Subject</th>
<th>Sent</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTL Workflows</td>
<td>Timecard (30-APR-2013 to 10-MAY-2013) for RHODES, MS DUSTY (11 hours) requires approval</td>
<td>01-May-2013</td>
<td></td>
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There are a number of ways you may action a timecard:

- action the timecard via the email notification (refer to the HR Self Service Approving information sheet for further details)
- action an individual timecard via the notification in your Worklist (refer to the Understanding your Themis Worklist and notifications reference card for further details)
- use the Mass Timecard Approvals function available in your Supervisor Self Service responsibility (we recommend this method if several timecards require your approval).

Using the Mass Timecard Approvals function

1. Log on to Themis via your Supervisor Self Service responsibility and select **Staff Timecards > Mass Timecard Approval**.

   The Approval screen will display, listing the timecards requiring action. **Note**: you may use the search function to retrieve a particular group of timecards (e.g.: submitted by a specific employee or for a specific pay period).

2. Click on the **Details** icon for the entry you would like to action.

   You should review the entry before actioning it to ensure the information entered (e.g.: payment period, work performed, charge code, etc) is valid. Once you have reviewed the entry, click on the **Back** button to return to the Approval screen.

3. Enter a comment, if desired, and select the appropriate Action from the drop-down list.

   **Important**: the default action is **Approve**. Timecards you do not want to approve or reject at this time, should be changed to **Skip** (this will enable you to defer the decision).

4. Click on the **Continue** button.

   This will take you to a Review screen where you can check your action prior to submitting the approval. Click on the **Back** button to return to the Approvals screen and make corrections, if required.

5. Click on the **Submit** button.

   You will receive a Confirmation that the timecards have been actioned. You can print this screen if you require a record of your actions.

   **Note**: once a timecard has been actioned, the staff member will receive a notification. This notification is for information only and does not require any action by the staff member.