Employees are responsible for reporting leave with pay taken and any overtime worked on a daily basis. Time sheets are due by the end of the day on the 16th of every month. Go to http://www.athens.edu/policy/human-resources/ for information on correctly reporting leaves with pay and overtime.

1. Log in to Athens State Online using your ASU Employee ID and PIN

2. Under the “Employee” tab, click “Time Sheet”
3. Select “Approve or Acknowledge Time” and click “Select”

4. Choose the appropriate department and pay period and click “Select”
   a. **NOTE:** If you approve for multiple departments, they will be listed separately. Only one department may be selected at a time.
5. Select the employee to see their timesheet.

6. Review the employee’s timesheet for any errors.

   Employee Details

   a. If there is an error, end the timesheet back to the employee by clicking “Return for Correction”. You will then need to contact the employee to inform them of the timesheet return.

   b. “Add Comment” may be used to communicate with your employee regarding the need for a correction.

7. Once the timesheet has been reviewed, click “Approve”.

Department Summary

Pending

ID: 00064709
Name: Jane Doe
Position and Title: 888654-00 Accountant
Required Action: Approve
Total Hours: 24.00
Total Units: .00