

Timesheet Approval

INSTRUCTIONS

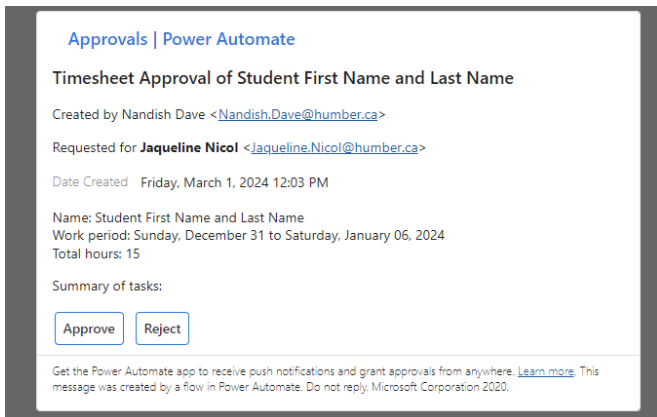
IMPORTANT DETAILS

Principal Investigators/Project Supervisors will receive an email notification and a Microsoft Teams notification for timesheet approval of each research staff. Each week of work must be approved separately.

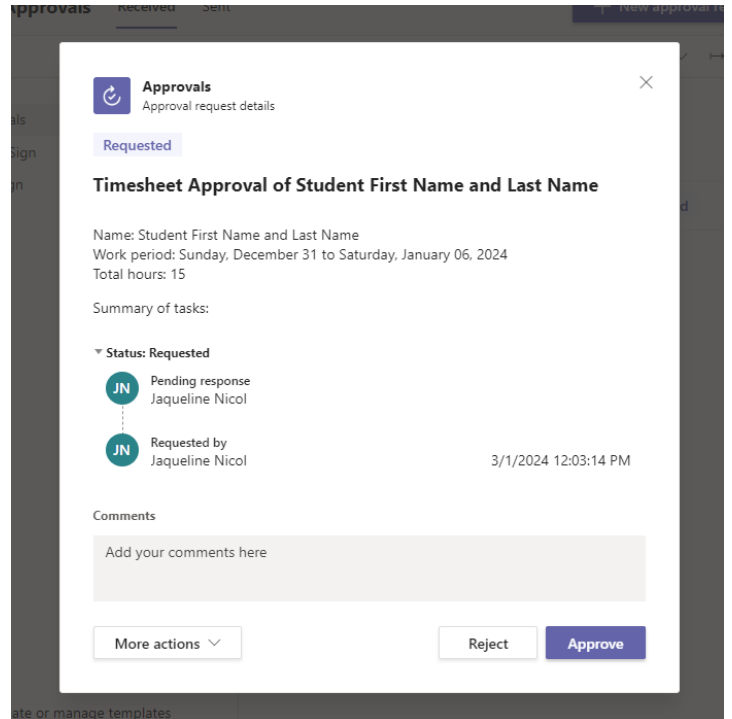
Please ensure you verify the work period and total hours for accuracy. The Principal Investigator/Project Supervisor will need to authorize **either** the email or the Microsoft team's notification, by selecting “**Approve**” or “**Reject**”.

Once approved, the research staff will receive a notification via teams that their submission was approved.

EMAIL NOTIFICATION



TEAMS NOTIFICATION FOR APPROVAL



Retrieving Notifications on MS Teams

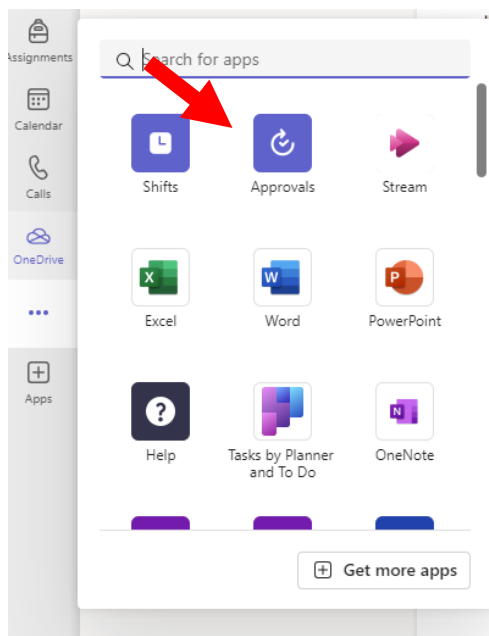
INSTRUCTIONS

PROCESS

Follow these steps on Teams to find outstanding approval requests.

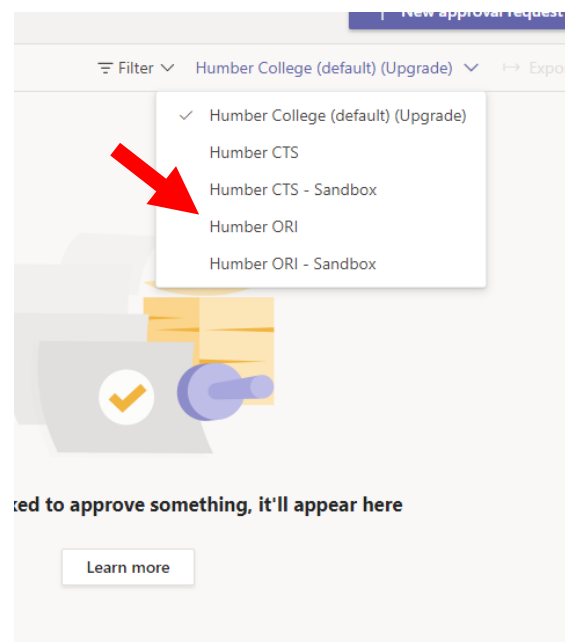
STEP 1

Please open Microsoft Teams, click the three dots in the left toolbar, and select “Approvals”.



STEP 2

Next, select Humber ORI by clicking on Humber College (Default) in the right-hand corner.



STEP 3

All the requested timecards that are awaiting approval can be seen here. Select the entries in “Requested” status to authorize any outstanding timecards.

Approvals						
Priority	Request title	Status	Source	Created	Sent by	
	Timesheet Approval of Jenny Arul	Requested		1/19/2024 4:08:48 PM	Jennifer Arulap	
	Timesheet Approval of Nandish Dave	Approved		1/5/2024 11:06:53 AM	Nandish Dave	
	Timesheet Approval of Nandish Dave	Approved		11/29/2023 12:16:54 PM	Nandish Dave	
	Timesheet Approval of Nandish Dave	Requested		11/29/2023 12:15:17 PM	Nandish Dave	
	Timesheet Approval of Nandish Dave	Approved		11/29/2023 12:05:31 PM	Nandish Dave	
	Timesheet Approval of Nandish Dave	Approved		11/29/2023 12:02:01 PM	Nandish Dave	