

# **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**

Approvals   Power Automate		
Timesheet Approval of Student First Name and Last Name		Approvals
Created by Nandish Dave < <u>Nandish.Dave@humber.ca</u> >	als	Approval reques
Requested for Jaqueline Nicol < Jaqueline.Nicol@humber.ca>	Sign	Requested
Date Created Friday, March 1, 2024 12:03 PM	n	Timesheet Appr
Name: Student First Name and Last Name Work period: Sunday, December 31 to Saturday, January 06, 2024 Total hours: 15		Name: Student First N Work period: Sunday,
Summary of tasks:		Total hours: 15
Approve Reject		Summary of tasks:
Get the Power Automate app to receive push notifications and grant approvals from anywhere. <u>Learn more</u> . This message was created by a flow in Power Automate. Do not reply. Microsoft Corporation 2020.		Pending respo Jaqueline Ni
		Requested by Jaqueline Nic
		Comments

#### **TEAMS NOTIFICATION FOR APPROVAL**

Approvals Approval request details	>
Requested	
Timesheet Approval of Stu	dent First Name and Last Name
Name: Student First Name and Last N Work period: Sunday, December 31 t Total hours: 15	lame o Saturday, January 06, 2024
Summary of tasks:	
▼ Status: Requested	
Pending response Jaqueline Nicol	
Requested by Jaqueline Nicol	3/1/2024 12:03:14 PM
Comments	
Add your comments here	
More actions $$	Reject Approve



# **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 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			