Approving a timesheet submission – line manager/local finance checklist

Where salaried employees or variable workers for whom you are the line manager or local finance contact submit a timesheet in respect of hours or overtime worked, you will receive an email notification to advise you that a workflow requires your attention.	☐ Done	
Log in to SuccessFactors and navigate to the **'To Do'** section of your home page and then click on the **'Approve Requests'** tile.	☐ Done	
Click on the blue hyperlinked **'Employee Time Sheet for…'** entry for the relevant employee.	☐ Done	
In the pop up window that opens, you will see the full detail of what the employee/worker has submitted. If you wish, you can post a comment within the workflow within the 'Comment' box and then click on **'Post'**.	☐ Done	
Approving the request		
To approve a request, click on the **'Approve'** button at the bottom of the screen. A message will appear briefly on screen confirming that the changes have been successfully made. You will then be routed back to your home page and the request will have disappeared from your **'To Do'** list.	☐ Done	☐ N/A
If you are the line manager and your department also has a Local Finance contact, the workflow will then proceed to them for review. If you do not have a Local Finance contact or you are approving the workflow as the Local Finance contact, the information will be passed directly to the payroll system if you approve the workflow.		
Delegating the request		
If you decide to delegate the approval of the request (e.g. in cases where the overtime has been worked on the request of another line manager), you should add some comments to explain your decision before clicking on the **'Delegate'** button.	☐ Done	☐ N/A
If you have selected the 'delegate' function, a pop up window will appear where you will be asked to enter the details of the person to whom you wish to delegate. Select the correct name from the options displayed and click on **'Send'**.	☐ Done	☐ N/A
A further pop-up window will open to allow you to confirm that you are delegating the workflow to the correct person. Once you have verified this, click on **'Delegate'**. You will then be routed back to your home page and the request will have disappeared from your **'To Do'** list.	☐ Done	☐ N/A
Declining a request		
If you decide to decline the request, you should add some comments to explain your decision before clicking on the **'Decline'** button.	☐ Done	☐ N/A
A further pop-up window will open to allow you to confirm that you wish to decline the request and advising you that the person submitting the request will be notified. If you are happy to proceed, click on **'Yes'**. You will then be routed back to your home page and the request will have disappeared from your **'To Do'** list.	☐ Done	☐ N/A

For further details, please refer to the 'How to… Record Variable Hours in SuccessFactors' or 'How to… Input Overtime in SuccessFactors' guides.

Remember: SuccessFactors times out after 30 minutes of inactivity – do not leave form for longer than this as it will not be saved