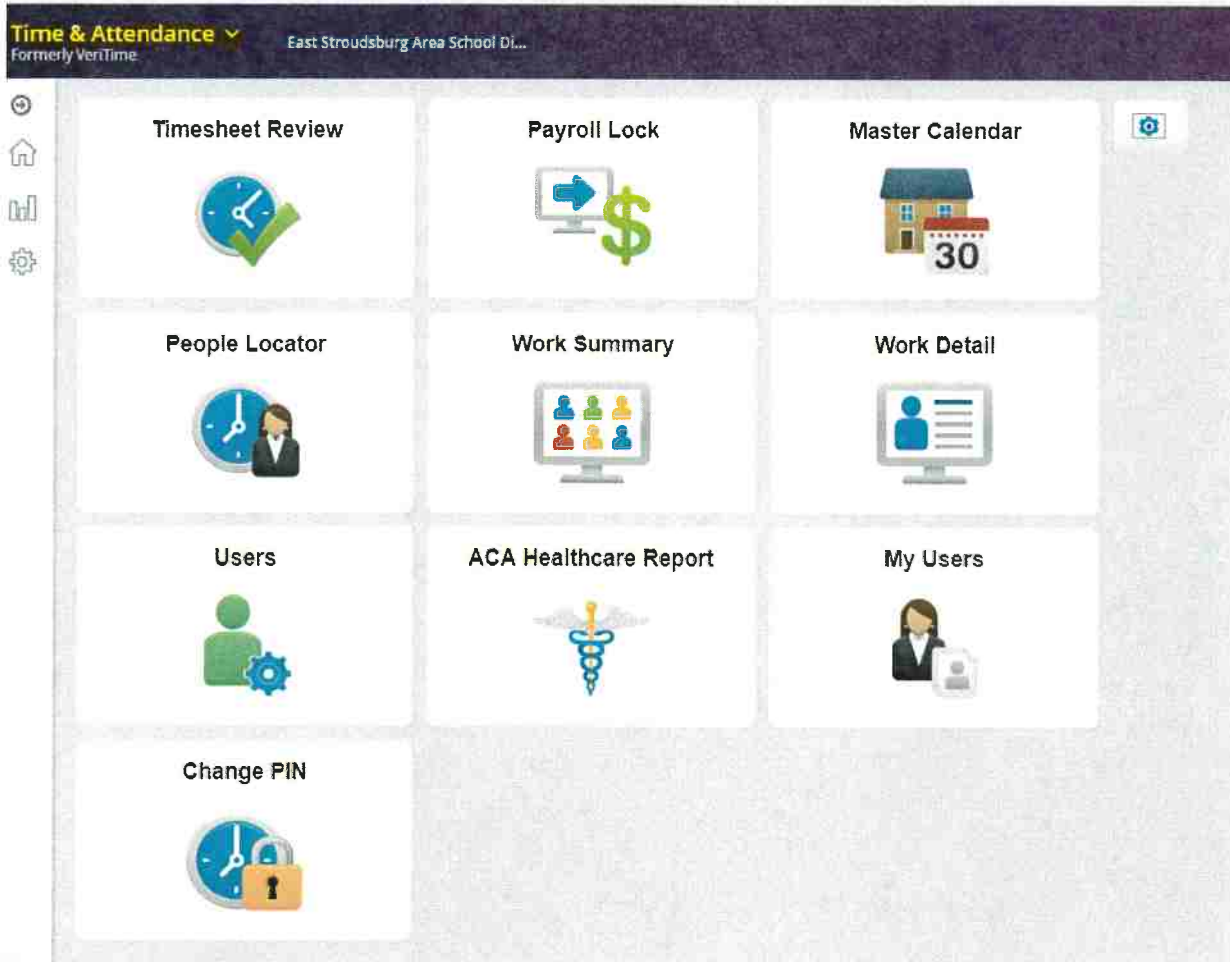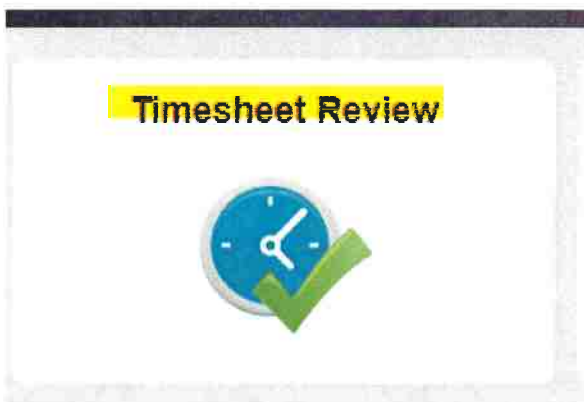# Supervisor Approval Process in TIME & ATTENDANCE

Please log on to AESOP. In the upper left corner is the drop down menu where you can switch between AESOP(Absence Management) and Time & Attendance(VeriTime).

For Approving Timesheets you will click on the first button:

This will bring you to the Timesheet Review screen. Here is where you want to make sure you are selecting the correct date range. Once you have the correct date range click on **SEARCH**

You will be able to see all employees under your supervision. Only twenty names show on a page but the system has the ability to view up to 100 employees on a page.

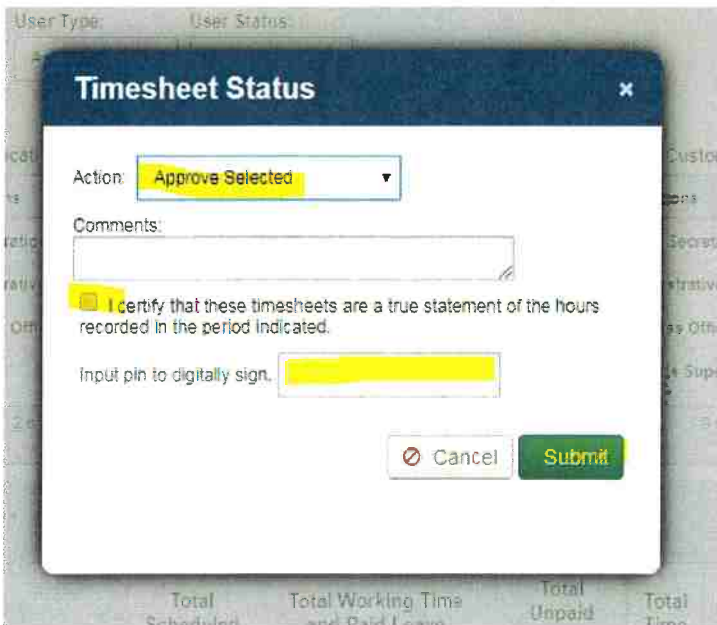| User		Total Scheduled	Total Working Time and Paid Leave	Total Unpaid Leave	Total Time	Net Difference	Status
☐	EMPLOYEE BURCH, SONYA (3702)	75:00	76:00	00:00	76:00	01:00	Submitted
☐	EMPLOYEE HORTON, MARISELA (4045)	75:00	75:45	00:00	75:45	00:45	Submitted
☐	EMPLOYEE KELLY, DIANE (3631)	75:00	86:15	00:00	86:15	11:15	Submitted
☐	EMPLOYEE LAFEMINA-ADAMS, ANNMARIE (8943)	75:00	62:05	07:30	69:35	-05:25	Partially Submitted
☐	EMPLOYEE MORABITO, DEANA (3606)	75:00	92:25	00:00	92:25	17:25	Submitted
☐	EMPLOYEE NIETZ, DEBORAH (3578)	75:00	73:30	00:00	73:30	-01:30	Submitted

To approve everyone click **USER** box and all will be selected.

Top Right side of Timesheet Review is the Approve, Reject, or Reset Timesheets

At the Action drop down select Approve, check Certify the timesheets and digitally sign which is your AESOP PIN.

Click SUBMIT