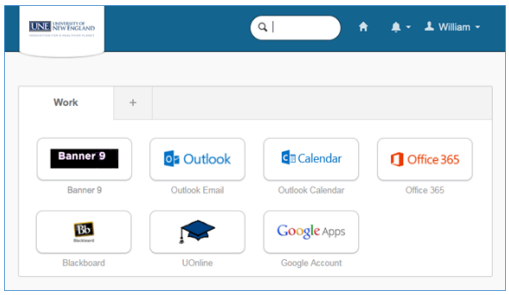
UNIVERSITY OF NEW ENGLAND
INNOVATION FOR A HEALTHIER PLANET

COMPASS WEB TIME APPROVALS



[Version 1.0 - Updated 05.24.2024]

Web Time Approvals for Bi-Weekly Hourly Paid Staff

Having trouble logging into your UNE computer? See the "Logging into your UNE computer" guide.

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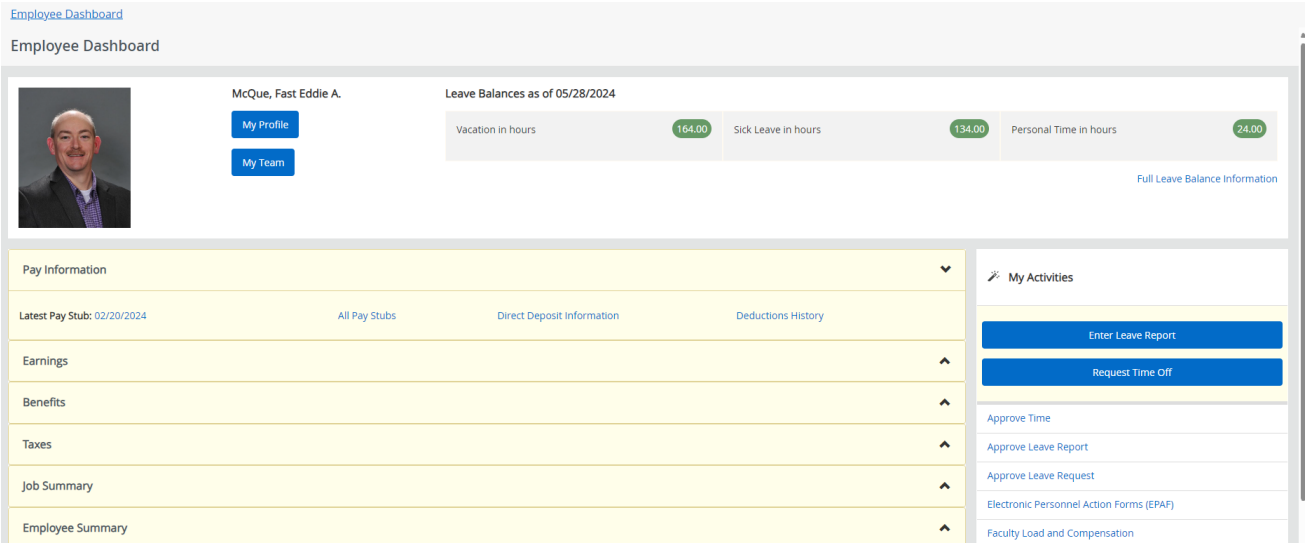
SECTION 1 – APPROVING TIME

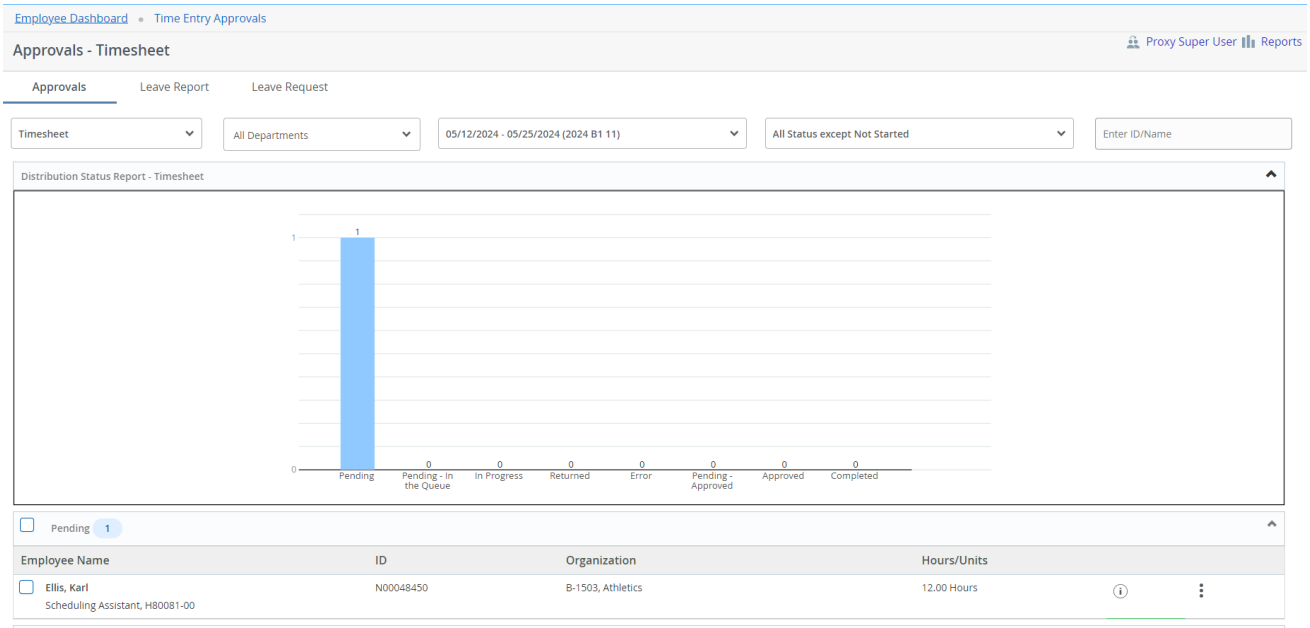
EMPLOYEE DASHBOARD

- Navigate to your Employee Dashboard.
- Click on **Approve Time** under My Activities.



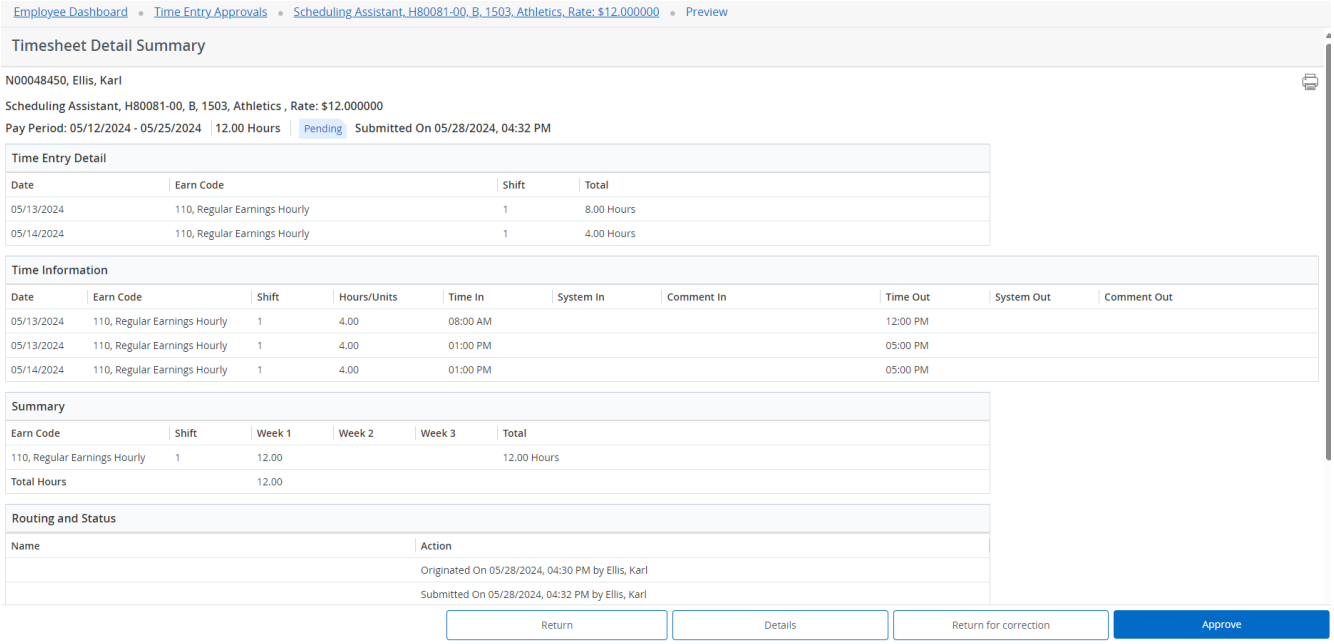
SELECTING A TIMESHEET TO REVIEW

- Navigate to the employee you want to review and click on their name.

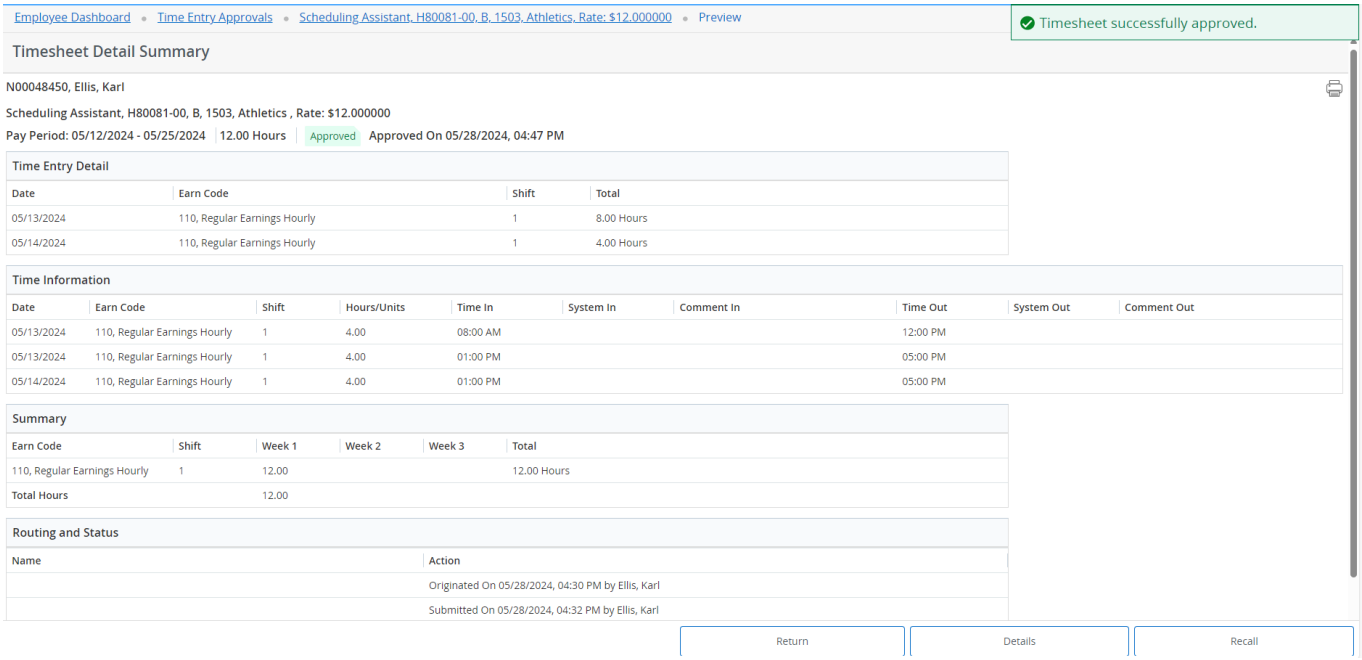


APPROVE TIME

- Review the timesheet hours and codes and information.
- If all is ok, click on the **Approve** Button.
- If there is something that needs to be fixed, click on the **Return for Correction** Button.



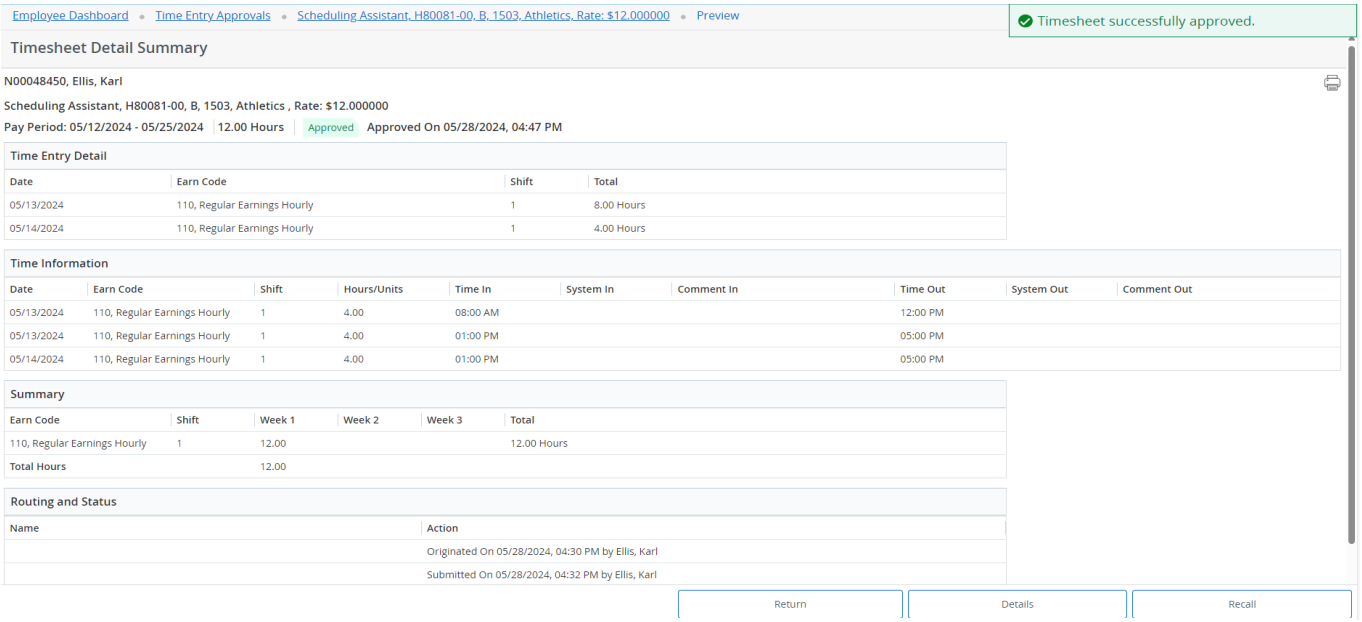
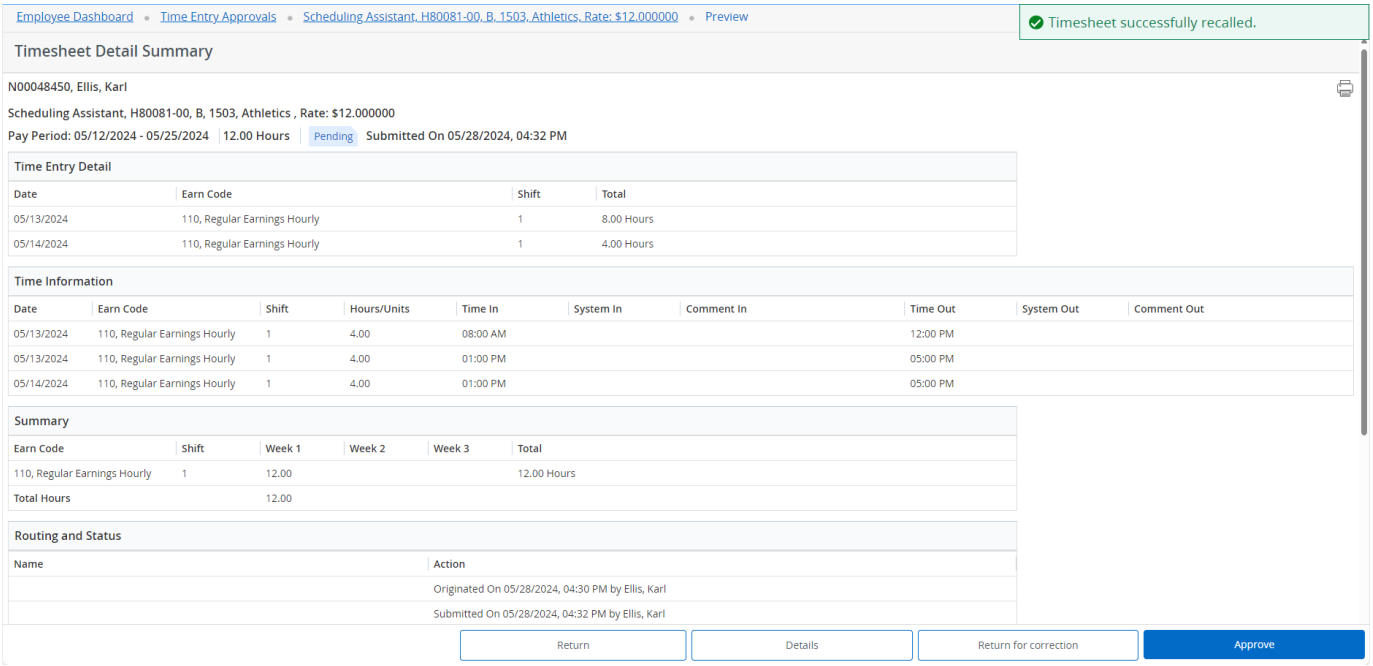
SUCCESSFULLY APPROVED TIMESHEET



SECTION 2 – RETURNING OR RECALLING TIME

RECALLING A TIMESHEET

- If something needs to be changed after you have approved a timesheet, click on the Recall Button at the bottom of the page.



- The timesheet is successfully recalled. At this point, you can Return the Timesheet for Correction or Approve the timesheet again.