

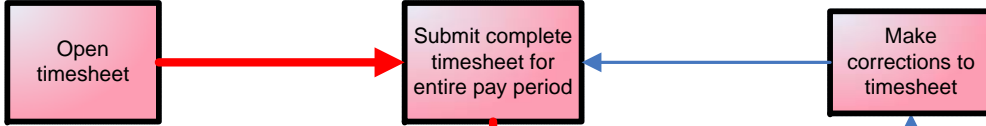
Bi-weekly Employee Electronic Timesheet Approval Process

Before 10:00 am the first Monday after the end of the pay period

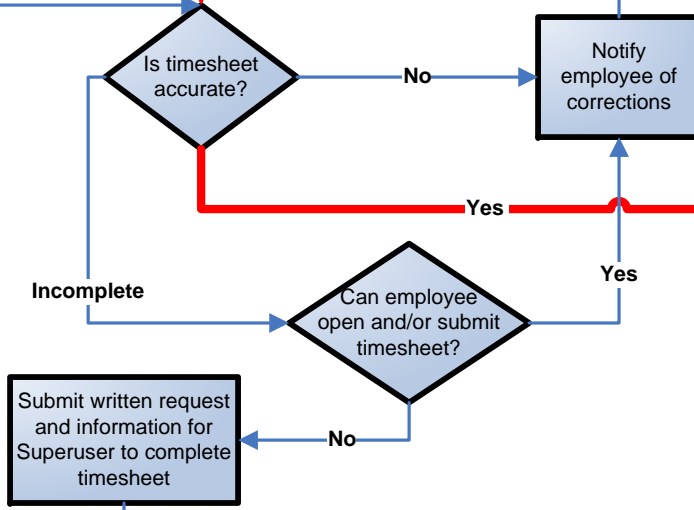
Before 4:00 pm Monday

Before 3:00 pm Wednesday

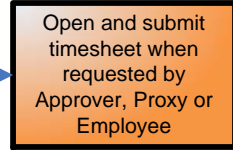
Employee



Approver/Proxy



Superuser



Payroll Department

