Start Here!

Enter Self Service through **TITAN CONNECT**

Select the **EMPLOYEE TAB**
Select **APPROVE OR ACKNOWLEDGE TIME**

Select **Department** (My Choice)

Select **Sort Order** (My Choice)

*If you have multiple departments reporting to you, they will be listed, and you will need to review and approve timesheets by each department.*
Select Timesheets in **PENDING** Status by clicking on name

Review timesheet for accuracy

Select **APPROVE** or **RETURN** for **CORRECTION**

*Should you return for correction, the timesheet will be returned to the employee and will be in error status until the employee corrects and re-submits to you, the approver.*
The **APPROVED** timesheet

### Employee Details
- **Employee ID and Name:** 70443005, Santa D Reed
- **Title:** (From Image)
- **Department and Description:** Academic Support Center
- **Transaction Status:** Approved

### Time Sheet
<table>
<thead>
<tr>
<th>Date</th>
<th>Regular Pay</th>
<th>Total Hours</th>
<th>Total Overtime</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 30, 2009</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

### Routing Queue
- **Name:** Santa D Reed
- **Action and Date:** Originated Dec 01, 2009 09:49 pm
- **Name:** Anna Marie Wierzbicki
  - **Action and Date:** Approved Dec 01, 2009 10:13 pm

### Account Distribution Details

<table>
<thead>
<tr>
<th>Percent</th>
<th>Index</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Project Type</th>
<th>Cost Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>100.0</td>
<td>1113000</td>
<td>2201</td>
<td>3045</td>
<td>1080</td>
<td>3045</td>
<td>1080</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>