How to reject a time entry on AscAgnes

1. Log on to AscAgnes (https://ascagnes.agnesscott.edu) and check the 'Review' box next to the student's entry you wish to unlock and click 'Submit.' **Don't unclick the 'Approve' checkbox - this will confuse the system and result in errors.**

2. Scroll down to under the time entry and select 'Reject' from the drop down.
3. The system will require you to send an email to the student to inform them why you are rejecting the time. Please indicate if you are rejecting to unlock the sheet or if incorrect hours were entered.