

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.

Agnes Scott AscAgnes

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EMPLOYEES Welcome Amanda!

Time approval (for supervisors)

Approve	Review Entry	Pay Period Start Date	Pay Period End Date	Approve By Date	Name	Access	Position Title	Department	Location	Total Hours
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/14/15	09/27/15	09/30/15 09:00PM	Student Name		Fed Workstudy HR	Human Resources		21.50
<input type="checkbox"/>	<input type="checkbox"/>	09/28/15	10/11/15	10/14/15 09:00PM	Student Name		Fed Workstudy HR	Human Resources		0.00

Security Access Messages
None

Approve time entries on behalf of

SUBMIT

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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.

09/19/15	Saturday									
09/20/15	Sunday									
09/21/15	Monday	4.00								
09/22/15	Tuesday	1.50								
09/23/15	Wednesday	4.00								
09/24/15	Thursday	1.00								
09/25/15	Friday									
09/26/15	Saturday									
09/27/15	Sunday									

Prior Pay Period Date Overtime Hours Insert Line Before Insert Line After

The employee has time in/out data. To review it, check the box

Non-Exempt Other Position Hours Exempt Other Position Hours

0.00 0.00

Employee has electronically signed the time entry as complete Yes

Supervisor Decision **Approve** ▼

Enter E-mail Subject **Reject** Rejecting Time Sheet

Supervisor Comments Dear Student, I am rejecting your entry in order to unlock this time sheet for you.

Employee Email Address student@agnesscott.edu

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