How to reject a time entry on AscAgnes

1. Log on to AscAgnes (<u>https://ascagnes.agnesscott.edu</u>) 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.

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Time approval (for supervisors)											
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		09/28/15	10/11/15	10/14/15 09:00PM	Student Name		Fed Workstudy HR	Human Resources		0.0	
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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.

1						12				
09/19/15	Saturday					T			•	
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 Pa	Prior Pay Period Date Overtime Hours Insert Line Before Insert Line After									
Non-Exe	Non-Exempt Other Position Hours Exempt Other Position Hours 0.00 0.00									
Supervisor Enter E-mai	Employee has electronically signed the time entry as complete Yes iupervisor Decision inter E-mail Subject Rejecting Time Sheet									
Supervisor	Approve Dear Student, I am rejecting your entry in order to unlock this time sheet for you.									
Employee E	imployee Email Address student@agnesscott.edu									
	SUBMIT									
	Log Out Main Menu Employees Menu Help Contact Us									