

SUPERVISOR INSTRUCTIONS FOR ELECTRONIC TIMETRACKER

1. Go to TimeTracker on My.ACES at <https://my.aces.illinois.edu/timetracker>.
2. Login with your NetID and Password.
3. Under the TimeTracker menu bar –select My Employees.
4. An employee list will populate. Click the middle icon (an arrow with a box around it) to expand each employee’s timesheet.
5. Click on Approve or Decline for each employee’s timesheet.
 - If you decline the sheet, you must enter a comment. (Note: If you decline, it will be returned to the employee in Step 7.)
6. After reviewing and approving all submitted timesheets select “Process”.
7. The employee timesheet will be sent on to the Animal Sciences Business Office for processing if approved or returned to the employee for correction if declined.
 - Once the timesheet is **approved**, the employee receives an email notification.
 - If the timesheet is **declined** the employee will receive an email instructing him/her to correct it and resubmit it.

You may return a timesheet if requested by the employee.

1. Before approving click the middle icon (an arrow with a box around it) to expand each employee’s timesheet.
2. Click on the return timesheet button.
3. Employee will receive an email that the timesheet has been returned for correction.