

# TIME ENTRY AND ABSENCE APPROVALS

## Approval Sign in (Figure 1)

1. Navigate to [www.rmu.edu/TimeManagement](http://www.rmu.edu/TimeManagement)
2. Input the Sentry Secured Services username and password
3. Select **Sign In**

## Find an Employee

1. Choose the **Select** option beside the employee subject for approval (Figure 2)
  - a. Alternatively search for an employee by **Employee Unit4 ID** or **Employee Name** (Figure 3) drive
2. An overview of the hours worked appears below each employee (Figure 2)
  - a. **REG:** Regular
  - b. **PTO:** Paid time off
  - c. **OT:** Overtime
  - d. **SDR:** Shift differential (regular time)
  - e. **SDO:** Shift differential (overtime)

## Approval

### Overview

1. Time entries and absences are separated by week
  - a. *Note: Managers can approve, edit, or delete employee entries throughout the pay period and until the nineteenth of each month.*

### Approve Time Entry or Absence

1. Select the ✓ next to the row subject for approval (Figure 4)
  - a. A ✓ appears within the **Approved** column to confirm the approval
2. Select the **Approve All** option to approve all available time entries for an employee (Figure 5)

### Delete Time Entry or Absence

1. Select the **trashcan icon** corresponding to the row subject for deletion (Figure 4)
2. Select **Yes** within the pop-up menu to confirm deletion (Figure 6)

### Login

Figure 1

Figure 2

Figure 3

Figure 4

Figure 5

Figure 6

## Edit Time Entry

1. Select the **pencil icon** next to the row subject for editing (Figure 4)
2. Select a date from the calendar (Figure 7)
  - a. Users can select past dates within a pay period; future dates cannot be selected until the date occurs
3. Input an **In** and **Out** time
  - a. To edit an absence,
4. Select **SAVE**

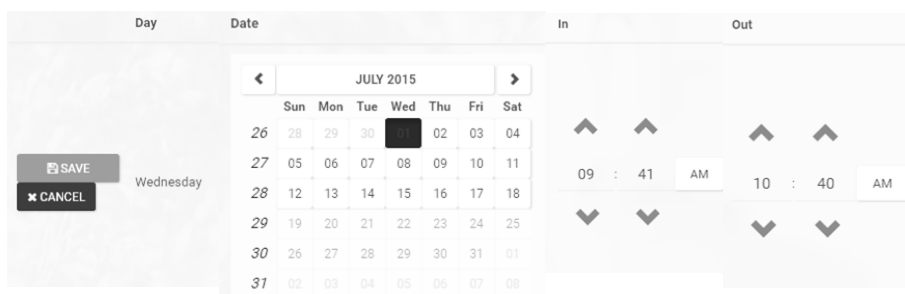


Figure 7

## New Time Entry or Absence

1. Select the **NEW ENTRY** or **NEW ABSENCE** options (Figure 5)
2. Select a date from the calendar (Figure 7)
  - a. Managers can select past dates within a pay period, as well as up two weeks from today's date
3. Input an **In** and **Out** time or **Absence** information
4. Select **SAVE**

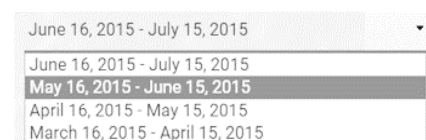


Figure 8

## View Past Time Entries or Absences

*Note: To view entries for a previous month subject for approval, follow the instructions below.*

1. Select the **down arrow** next to the date range (Figure 8)
2. Select a date range to view
  - a. *Note: If entries for an employee do not appear, select another date range, then select the correct date range.*



Figure 9

## View another Employee

1. Select **Back to Search** to return to view all employees (Figure 9)

## Time Approval Sign out

1. Select **Logout** beneath the Sentry Secured Services search bar (Figure 10)

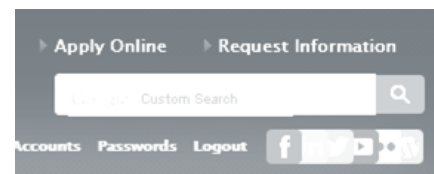


Figure 10

**Questions? Contact Human Resources**  
[humanresources@rmu.edu](mailto:humanresources@rmu.edu)  
 (412) 397-6270