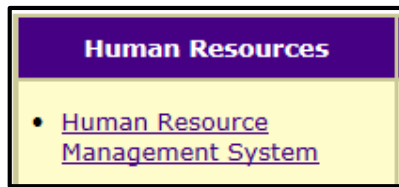


JMU TIME ENTRY APPROVAL ONLY STEPS



Approval Only

These instructions are only for those who are approving and not entering hours.

Login to HRMS via the IS Apps Page
isapps.jmu.edu/prod

Follow the path:
JMU Applications>JMU Payroll>Time Entry

I certify that I have reviewed/verified all time submitted for the employees below and approve for payment



Time Entry
Enter any information you have and click Search. Leave fields blank

Find an Existing Value

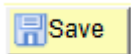
Limit the number of results to (up to 300):

Department:

Check the box in the Yellow section to approve

Review employee payroll data

Click **Search** to view your departments



Click **Save** in the lower left-hand corner

Sign out

Ensure that your time sheets are **printed**

Approved Time Sheets should be printed and retained in departmental records.

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1. Login to **HRMS** isapps.jmu.edu/prod
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3. Click **Search** to view your departments
4. **Review** employee payroll data
5. **Check** the box in the **Yellow** section to approve
6. **Click Save** in the lower left-hand corner
7. **Sign out**

Ensure that your time sheets are **printed**

If you have questions about training, email IT Training at ittraining@jmu.edu

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