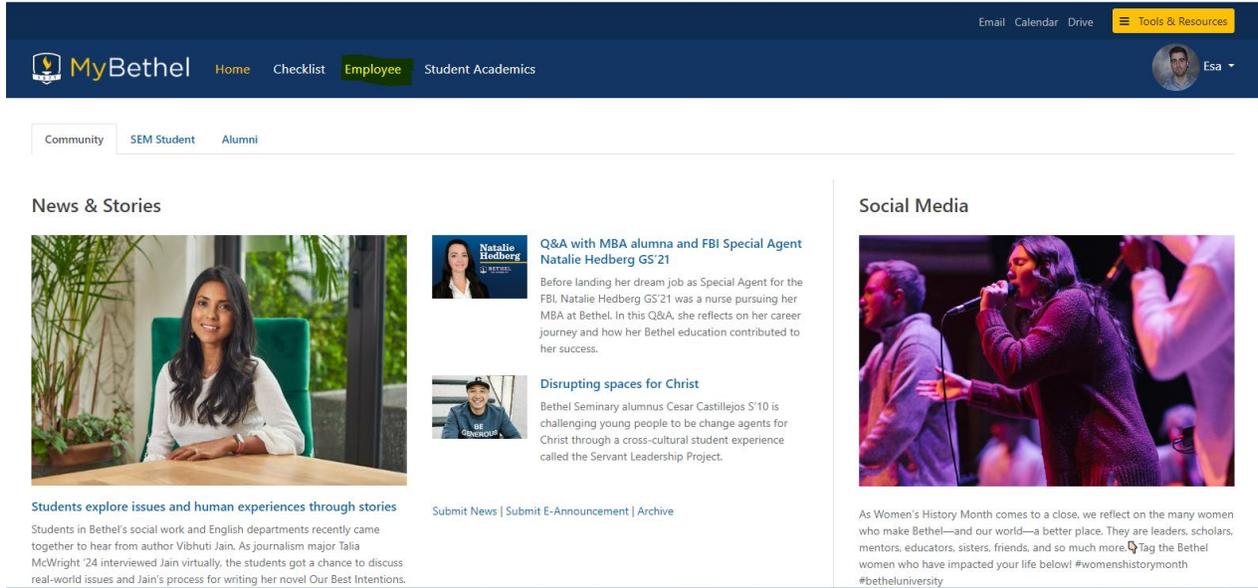


Supervisors: How to Approve Timesheets/Leave Reports

- Log in to MyBethel.
- Click on the Employee tab at the top of the screen.



MyBethel Home Checklist **Employee** Student Academics

Community SEM Student Alumni

News & Stories

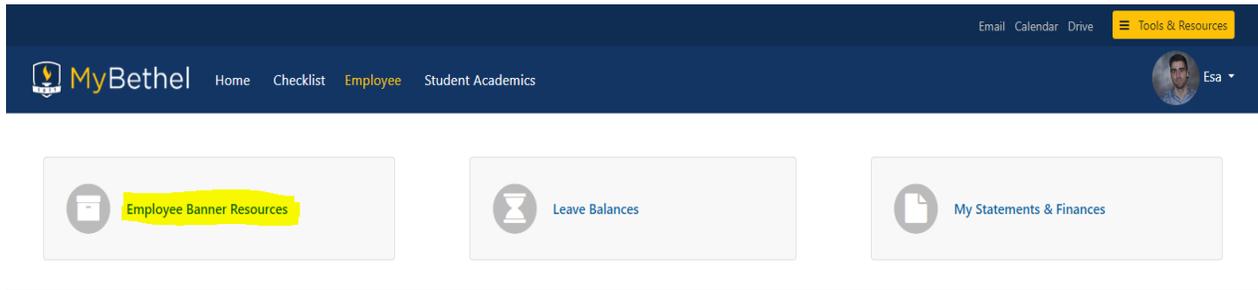
Q&A with MBA alumna and FBI Special Agent Natalie Hedberg GS'21
Before landing her dream job as Special Agent for the FBI, Natalie Hedberg GS'21 was a nurse pursuing her MBA at Bethel. In this Q&A, she reflects on her career journey and how her Bethel education contributed to her success.

Disrupting spaces for Christ
Bethel Seminary alumnus Cesar Castillejos S'10 is challenging young people to be change agents for Christ through a cross-cultural student experience called the Servant Leadership Project.

Social Media

As Women's History Month comes to a close, we reflect on the many women who make Bethel—and our world—a better place. They are leaders, scholars, mentors, educators, sisters, friends, and so much more. Tag the Bethel women who have impacted your life below! #womenshistorymonth #betheluniversity

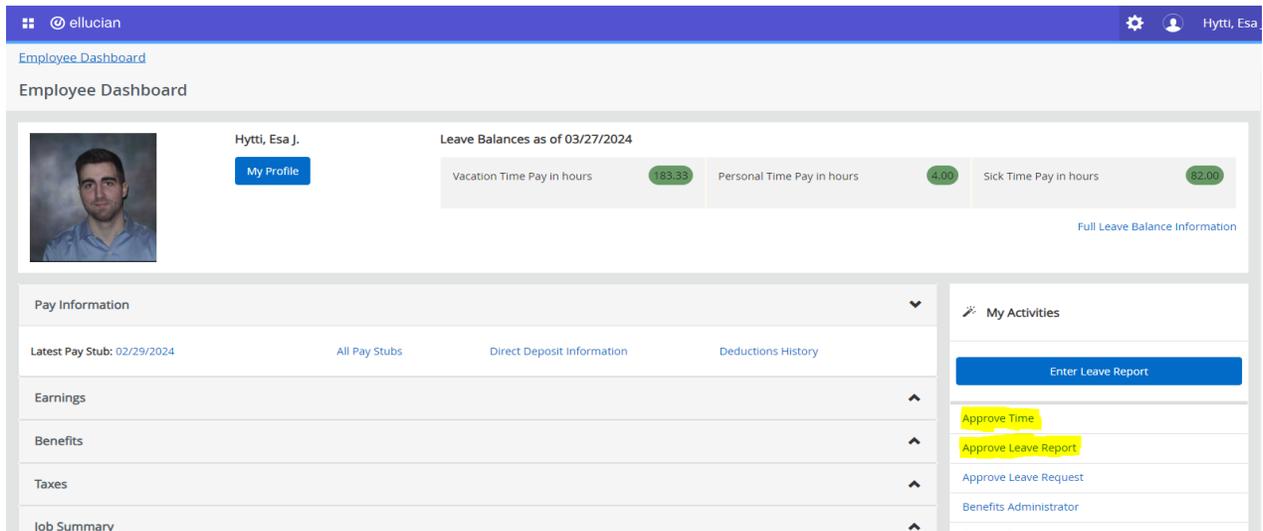
- Click on Employee Banner Resources.



MyBethel Home Checklist **Employee** Student Academics

Employee Banner Resources Leave Balances My Statements & Finances

- Under My Activities, select Approve Time or Approve Leave Report.



ellucian Hytti, Esa

Employee Dashboard

Hytti, Esa J. My Profile

Leave Balances as of 03/27/2024

Vacation Time Pay in hours	183.33	Personal Time Pay in hours	4.00	Sick Time Pay in hours	82.00
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Full Leave Balance Information

Pay Information

Latest Pay Stub: 02/29/2024 All Pay Stubs Direct Deposit Information Deductions History

Earnings Benefits Taxes Job Summary

My Activities

Enter Leave Report

Approve Time

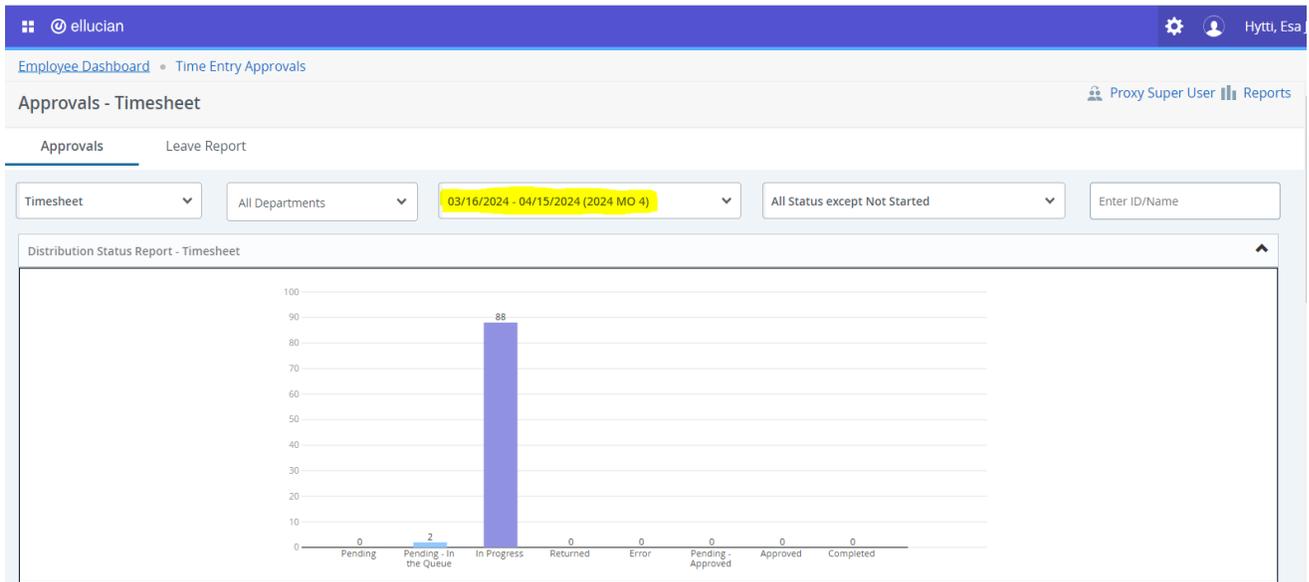
Approve Leave Report

Approve Leave Request

Benefits Administrator

Position Description

- Select the pay period for which you are approving.



- The employees that report to you will fall into one of several categories on this page.
 - COMPLETED – The timesheet/leave report has been submitted, approved, and run through the payroll system.
 - APPROVED (Timesheet) – The timesheet has been submitted by the employee, approved by the supervisor, and is waiting to be processed by Payroll.
 - PENDING – PENDING – The timesheet/leave report has been submitted by the employee, approved by the supervisor, and is waiting for the approval of the Payroll Administrator.
 - PENDING – IN THE QUEUE (Timesheet) – The timesheet has been submitted by the employee and is waiting for the approval of the supervisor.
 - IN PROGRESS – The timesheet/leave report has been started but not submitted by the employee.
 - RETURNED – The timesheet/leave report has been returned to the employee by either the supervisor or Payroll Administrator.
 - ERROR – The timesheet/leave report is encountering an issue. Contact OPC at people-culture@bethel.edu about this if needed.
 - NOT STARTED – The employee has not started entering any hours for the current pay period.

- In order to approve the timesheet/leave report, it must be in the PENDING – IN THE QUEUE category (see above). Click into the timesheet/leave report, review it for accuracy, and then click on Approve.

ellucian Hytti, Esa J.

Employee Dashboard • Time Entry Approvals • [REDACTED] Preview

Timesheet Detail Summary

[REDACTED]

Pay Period: 03/16/2024 - 04/15/2024 | 168.00 Hours | Pending Submitted On 03/25/2024, 11:53 AM

Time Entry Detail			
Date	Earn Code	Shift	Total
03/18/2024	REG, Regular Pay	1	8.00 Hours
03/19/2024	REG, Regular Pay	1	8.00 Hours
03/20/2024	REG, Regular Pay	1	8.00 Hours
03/21/2024	REG, Regular Pay	1	8.00 Hours
03/22/2024	REG, Regular Pay	1	8.00 Hours
03/25/2024	REG, Regular Pay	1	8.00 Hours
03/26/2024	REG, Regular Pay	1	8.00 Hours
03/27/2024	REG, Regular Pay	1	8.00 Hours
03/28/2024	REG, Regular Pay	1	8.00 Hours
03/29/2024	HOL, Holiday Time Pay	1	8.00 Hours

Return Details Return for correction Approve

- If you encounter any issues, please contact OPC at people-culture@bethel.edu.