



# WebTADS Mobile Usage Guide *for* iPad



Created by

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## IMPORTANT NOTES

WebTADS Mobile is a lightweight version of the WebTADS system available on your NASA desktop computer. It is intended to offer basic functionality to both Users and Approvers. It is not meant to replace the desktop version and it will not provide the same level of complex functionality that is otherwise offered.

WebTADS Mobile - while a functionally limited extension of regular WebTADS - uses the same data and backend infrastructure as the full featured desktop version. Any data or inputs submitted via the mobile app is “live” and takes effect in the same way. Users should exercise the same care and attention to the mobile app as they would during interactions with the desktop version.

Users who have issues with their timecard (non-technical) should use their regular support methods.

This usage guide assumes a proper install of the application on your device. Users who have technical issues with the mobile app (e.g., installation problems) should reference the support function available within <https://apps.nasa.gov> or send an email to the following address:

**[MSFC-CIMA@mail.nasa.gov](mailto:MSFC-CIMA@mail.nasa.gov)**

Finally, this usage guide was prepared with screenshots of the WebTADS Mobile app for iPad using a test WebTADS infrastructure. *Names, elements of data, and other items of note are used to emulate a production WebTADS environment for the specific purpose of constructing this guide. The data has no relationship to production systems or the real information contained therein. No PII/PIA information has been used, nor is it shown within this guide.*



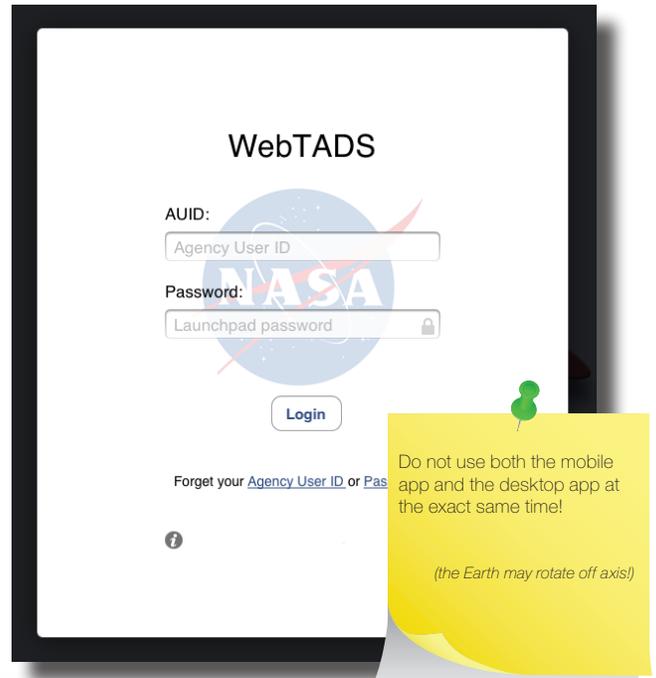
# LOGIN

Your login id is your Agency User ID (AUID). Your login password is your Access Launchpad password. This password can be managed via the Access Launchpad available at:

<https://launchpad.nasa.gov>

The Access Launchpad can be accessed from any Internet connected computer or device (e.g., using Safari on your iPad).

Users should not be logged into both the desktop and the mobile app concurrently. This can cause a data mismatch/update problem. Spending time on your timesheet may be wasted when you try to post when logged into both systems. Choose either the mobile app or the desktop version - do not use both applications at the exact same time.



A successful login will trigger a retrieval of data from the WebTADS system. Your job codes, hours, and other data will be loaded to the device. This may take a few moments, depending on whether you're connected to the Internet via wireless network or 3G/4G/LTE, etc.

| Time Sheet              |      |      |      |      |      |      |      |
|-------------------------|------|------|------|------|------|------|------|
| Week 1                  | Sun  | Mon  | Tue  | Wed  | Thu  | Fri  | Sat  |
| Schedule                | 3/11 | 3/12 | 3/13 | 3/14 | 3/15 | 3/16 | 3/17 |
| REG-736466.01.05.08     |      |      |      |      |      |      |      |
| REG-736466.01.05.08-TDY |      |      |      |      |      |      |      |
| AL-736466.02.09.08.99   |      |      |      |      |      |      |      |
| XLV-736466.02.09.08.99  |      |      |      |      |      |      |      |
| SL-736466.02.09.08.99   |      |      |      |      |      |      |      |
| CTU-736466.01.05.08     |      |      |      |      |      |      |      |
| TCTE-736466.01.05.08    |      |      |      |      |      |      |      |
| TCTU-736466.01.04.08.01 |      |      |      |      |      |      |      |
| TOA-736466.02.09.08.99  |      |      |      |      |      |      |      |
| CTE-736466.01.05.08     |      |      |      |      |      |      |      |
| Total Week 1            | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Week 2                  | Sun  | Mon  | Tue  | Wed  | Thu  | Fri  | Sat  |
| Schedule                | 3/18 | 3/19 | 3/20 | 3/21 | 3/22 | 3/23 | 3/24 |
| REG-736466.01.05.08     |      |      |      |      |      |      |      |
| REG-736466.01.05.08-TDY |      |      |      |      |      |      |      |
| AL-736466.02.09.08.99   |      |      |      |      |      |      |      |
| XLV-736466.02.09.08.99  |      |      |      |      |      |      |      |
| SL-736466.02.09.08.99   |      |      |      |      |      |      |      |
| CTU-736466.01.05.08     |      |      |      |      |      |      |      |
| TCTE-736466.01.05.08    |      |      |      |      |      |      |      |
| Total Week 2            | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Screen showing a typical timesheet post-login.

After tapping on "Time Sheet", your screen will appear similar to the one shown to the left. When you arrive at this point, you're ready to begin your timesheet tasks.

Take a few moments to become familiar with the layout. As is the case with most iOS applications, simply touch the screen to make things happen.

Also, notice the time sheet in this example has a red "X" at the top of the page. This is an indicator of status - such as errors (in this case, an incomplete time sheet), or no errors - which would show a green check mark.





# FIRST GLANCE

At first glance, users should see a number of different areas within the screen. There are three primary sections - **Week 1**, **Week 2**, and **Summary**.

In addition to these time entry specific sections, you will see a button in the top left that says **WebTADS Mobile**, along with a bottom bar showing various icons.

| Week 1                  |      |        |        |       |      |      |          |
|-------------------------|------|--------|--------|-------|------|------|----------|
| Sun                     | Mon  | Tue    | Wed    | Thu   | Fri  | Sat  |          |
| 3/11                    | 3/12 | 3/13   | 3/14   | 3/15  | 3/16 | 3/17 | Schedule |
| 0.00                    | 8.00 | 8.00   | 8.00   | 8.00  | 8.00 | 0.00 |          |
| REG-736466.01.05.08     |      |        |        |       |      |      |          |
| REG-736466.01.05.08-TDY |      |        |        |       |      |      |          |
| AL-736466.02.09.08.99   |      |        |        |       |      |      |          |
| XLV-736466.02.09.08.99  |      |        |        |       |      |      |          |
| SL-736466.02.09.08.99   |      |        |        |       |      |      |          |
| CTU-736466.01.05.08     |      |        |        |       |      |      |          |
| TCTE-736466.01.05.08    |      |        |        |       |      |      |          |
| TCTU-736466.01.04.08.01 |      |        |        |       |      |      |          |
| TOA-736466.02.09.08.99  |      |        |        |       |      |      |          |
| CTE-736466.01.05.08     |      |        |        |       |      |      |          |
| Total Week 1            |      |        |        |       |      |      |          |
| 0.00                    | 0.00 | 0.00   | 0.00   | 0.00  | 0.00 | 0.00 | 0.00     |
| Week 2                  |      |        |        |       |      |      |          |
| Sun                     | Mon  | Tue    | Wed    | Thu   | Fri  | Sat  |          |
| 3/18                    | 3/19 | 3/20   | 3/21   | 3/22  | 3/23 | 3/24 | Schedule |
| 0.00                    | 8.00 | 8.00   | 8.00   | 8.00  | 8.00 | 0.00 |          |
| REG-736466.01.05.08     |      |        |        |       |      |      |          |
| REG-736466.01.05.08-TDY |      |        |        |       |      |      |          |
| AL-736466.02.09.08.99   |      |        |        |       |      |      |          |
| XLV-736466.02.09.08.99  |      |        |        |       |      |      |          |
| SL-736466.02.09.08.99   |      |        |        |       |      |      |          |
| CTU-736466.01.05.08     |      |        |        |       |      |      |          |
| TCTE-736466.01.05.08    |      |        |        |       |      |      |          |
| TCTU-736466.01.04.08.01 |      |        |        |       |      |      |          |
| TOA-736466.02.09.08.99  |      |        |        |       |      |      |          |
| CTE-736466.01.05.08     |      |        |        |       |      |      |          |
| Total Week 2            |      |        |        |       |      |      |          |
| 0.00                    | 0.00 | 0.00   | 0.00   | 0.00  | 0.00 | 0.00 | 0.00     |
| Summary                 |      |        |        |       |      |      |          |
|                         |      | Week 1 | Week 2 | Total |      |      |          |
| Schedule                |      | 40.00  | 40.00  | 80.00 |      |      |          |
| REG-736466.01.05.08     |      |        |        |       |      |      |          |
| REG-736466.01.05.08-TDY |      |        |        |       |      |      |          |
| AL-736466.02.09.08.99   |      |        |        |       |      |      |          |
| XLV-736466.02.09.08.99  |      |        |        |       |      |      |          |
| SL-736466.02.09.08.99   |      |        |        |       |      |      |          |
| CTU-736466.01.05.08     |      |        |        |       |      |      |          |
| TCTE-736466.01.05.08    |      |        |        |       |      |      |          |
| TCTU-736466.01.04.08.01 |      |        |        |       |      |      |          |
| TOA-736466.02.09.08.99  |      |        |        |       |      |      |          |
| CTE-736466.01.05.08     |      |        |        |       |      |      |          |
| Total                   |      |        |        |       |      |      |          |
|                         |      | 0.00   | 0.00   | 0.00  |      |      |          |

Screen showing the three sections of a timesheet.

WebTADS Mobile is set up to capture user preferences. To access these preferences, click on the **WebTADS Mobile** image in the top left of the screen. A long drop box will appear with various choices. These choices include:

- Time Sheet
- OT Requests
- Leave Balances
- Approve Time
- Approve OT
- Preferences

| WebTADS Mobile          |      |      |      |      |      |      |          |
|-------------------------|------|------|------|------|------|------|----------|
| Sun                     | Mon  | Tue  | Wed  | Thu  | Fri  | Sat  |          |
| 3/11                    | 3/12 | 3/13 | 3/14 | 3/15 | 3/16 | 3/17 | Schedule |
| 0.00                    | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 |          |
| REG-736466.01.05.08     |      |      |      |      |      |      |          |
| REG-736466.01.05.08-TDY |      |      |      |      |      |      |          |
| AL-736466.02.09.08.99   |      |      |      |      |      |      |          |
| XLV-736466.02.09.08.99  |      |      |      |      |      |      |          |
| SL-736466.02.09.08.99   |      |      |      |      |      |      |          |
| CTU-736466.01.05.08     |      |      |      |      |      |      |          |
| TCTE-736466.01.05.08    |      |      |      |      |      |      |          |
| TCTU-736466.01.04.08.01 |      |      |      |      |      |      |          |
| TOA-736466.02.09.08.99  |      |      |      |      |      |      |          |
| CTE-736466.01.05.08     |      |      |      |      |      |      |          |
| Total Week 1            |      |      |      |      |      |      |          |
| 0.00                    | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00     |
| Week 2                  |      |      |      |      |      |      |          |
| Sun                     | Mon  | Tue  | Wed  | Thu  | Fri  | Sat  |          |
| 3/18                    | 3/19 | 3/20 | 3/21 | 3/22 | 3/23 | 3/24 | Schedule |
| 0.00                    | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 |          |
| REG-736466.01.05.08     |      |      |      |      |      |      |          |
| REG-736466.01.05.08-TDY |      |      |      |      |      |      |          |
| AL-736466.02.09.08.99   |      |      |      |      |      |      |          |
| XLV-736466.02.09.08.99  |      |      |      |      |      |      |          |
| SL-736466.02.09.08.99   |      |      |      |      |      |      |          |
| CTU-736466.01.05.08     |      |      |      |      |      |      |          |
| TCTE-736466.01.05.08    |      |      |      |      |      |      |          |
| TCTU-736466.01.04.08.01 |      |      |      |      |      |      |          |
| TOA-736466.02.09.08.99  |      |      |      |      |      |      |          |
| CTE-736466.01.05.08     |      |      |      |      |      |      |          |
| Total Week 2            |      |      |      |      |      |      |          |
| 0.00                    | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00     |

Two options shown here;  
 • Approve Time  
 • Approve OT  
 will only be seen by time approvers & supervisors.

Screen showing the main drop-down options for WebTADS Mobile users. Only Time Approvers/Supervisors will see the "Approve Time" and "Approve OT" options.



# PREFERENCES

The Preferences element allows customization of your WebTADS Mobile experience. Within this section, users can set the following options:

## Retain Password

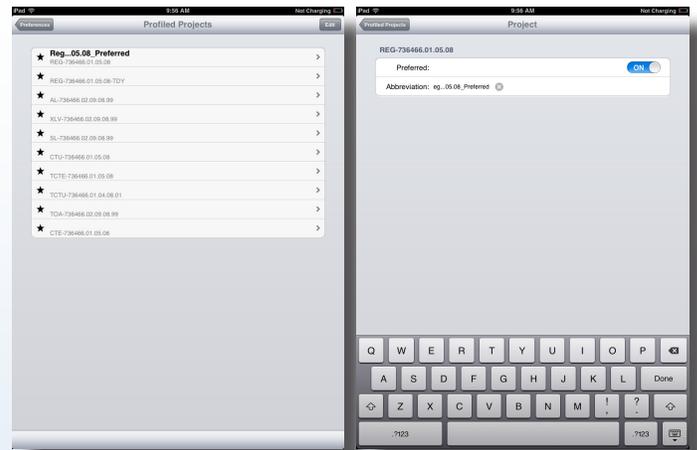
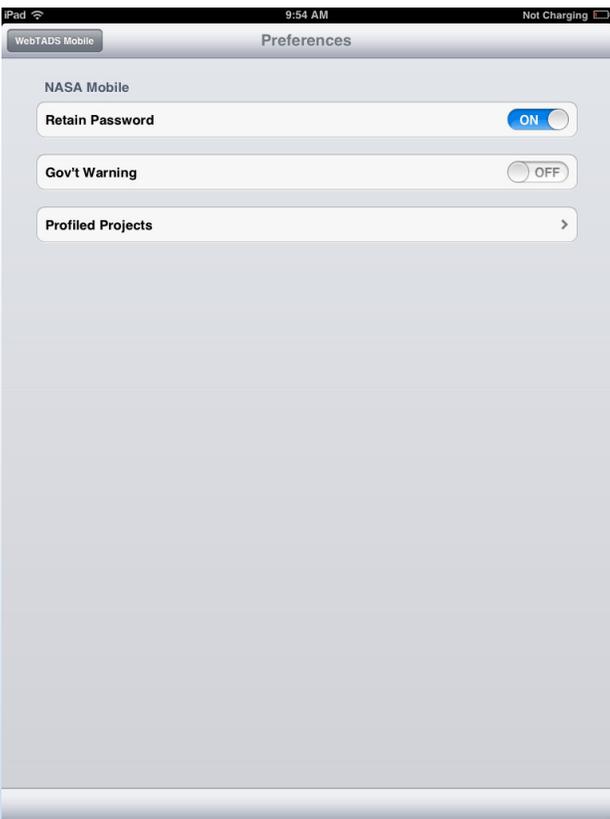
You have the option of allowing WebTADS Mobile to remember your password. If you choose this option, you will be asked to set a Personal Identification Number (PIN) after your first successful login. Should you ever forget your PIN, you can simply click CANCEL and log into the app via your Access Launchpad credentials. You can set up a new PIN once you have logged into the app successfully.

## Government Warning

Like most applications being used within NASA, WebTADS Mobile will display an official government warning at first login. You have the opportunity to disable this message during your first login or from within the Preferences section.

## Profiled Projects

Your project codes are often too difficult to remember. Within the Profiled Project section, users can give these projects friendly names instead of the complicated codes. If you rename a project code, remember to set the “Preferred” option to “ON”. This will cause the new name to appear on your timesheet.



Screens showing the steps in which the Profiled Projects section of Preferences can be used to abbreviate project codes to something more familiar/recognizable to the users. Users should remember to set **Preferred** to an **ON** status in order for a particular abbreviated project code to appear on the mobile version of their timesheet.

### IMPORTANT NOTE:

WebTADS Mobile does not import renamed profiled projects you may have set up within the desktop version of the application. Only the official, full length codes are imported.

Users can recreate those names within the mobile version of the app, if they so desire (refer to the screens shown above).

Once created, renamed project codes will remain with the device and the user who created them. They are not transferred to other devices.

Screen (left) showing the Preferences section of WebTADS Mobile as it would appear to users.



For Time Approvers & Supervisors, additional options include:

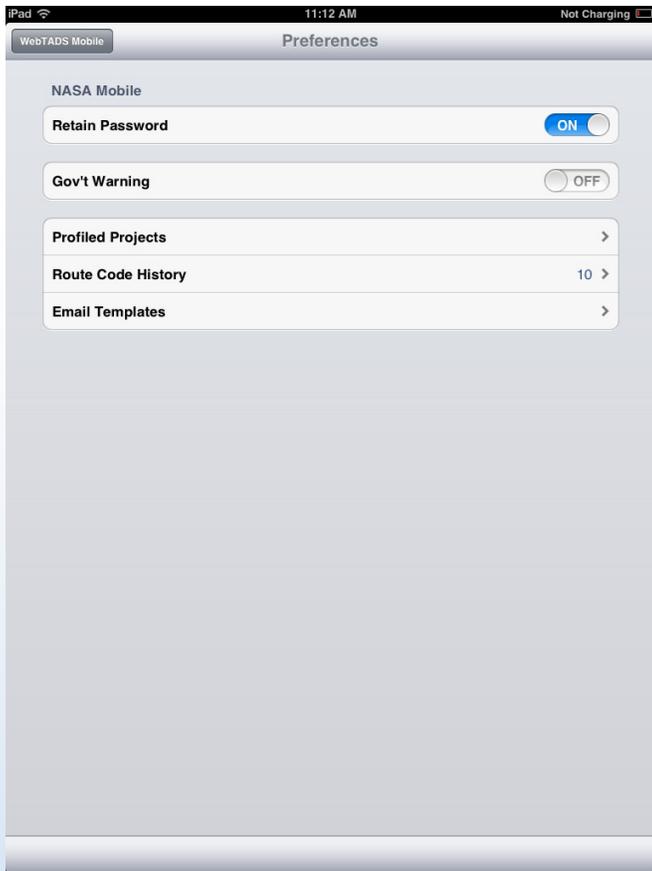
### Route Code History

Time Approvers can set the depth of route code history - the range is from “None” up to “25”.

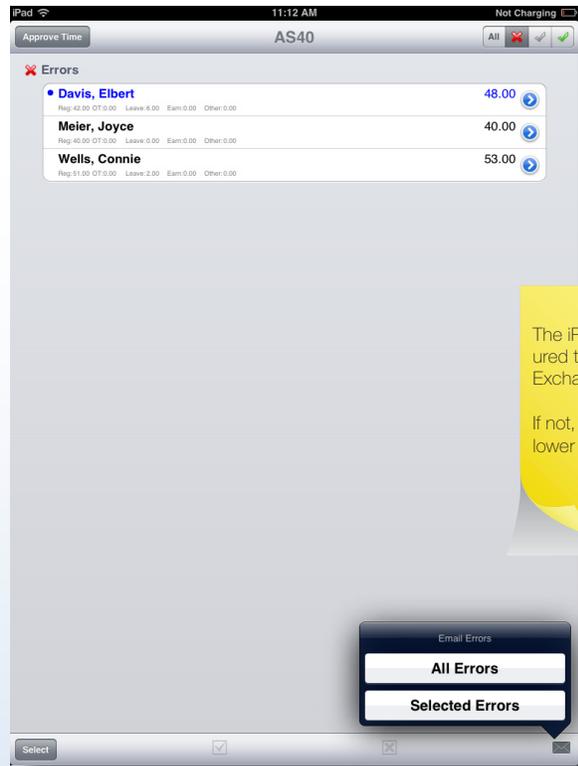
### Email Templates

WebTADS Mobile is set up to allow time approvers to create email templates. These templates include a General Email, an Error Email, an Unapproved Email, and an Overtime Email. Each of these templates contain messages which can be customized by the time approver/supervisor. Simply click on each template you wish to customize.

During the time approval process, time approvers can utilize these templates to communicate with their people via email - asking them to fill their timesheets, correct errors, explaining reasons for disapproval of timesheets, etc.



Screen showing the Preferences section of WebTADS Mobile as it would appear to Time Approvers / Supervisors. Notice the additional options for “Route Code History” and “Email Templates”.



The iPad must be configured to work with the NASA Exchange infrastructure. If not, the email button in the lower right will be unavailable.

Screen showing an example of how a particular employee is selected (note the blue text and dot next to the name). Once selected, touching the email button in the lower right of the screen will instigate an email to the selected employee based on the “Errors” email template. Users will have the option to add/edit the email before sending.

**IMPORTANT NOTE:**  
For help having your NASA Exchange email account set up on your iPad, please utilize your NASA technical support function and/or NASA help desk.



# ENTERING YOUR TIME

## Basic

The timesheet shows you [Week 1](#), [Week 2](#), and a [Summary](#). For each day in which you wish to enter time, simply tap on the screen in that space. A popup window appears where you can set the time using a dial.

Options appear at the top of the popup window. These include:

### CANCEL

Closes the popup window and does not make any changes to the selected week/day/code.

### 0.00

Sets the amount of hours for that week/day/code to zero and closes the popup window. This option is most often used to remove hours from specific cells.

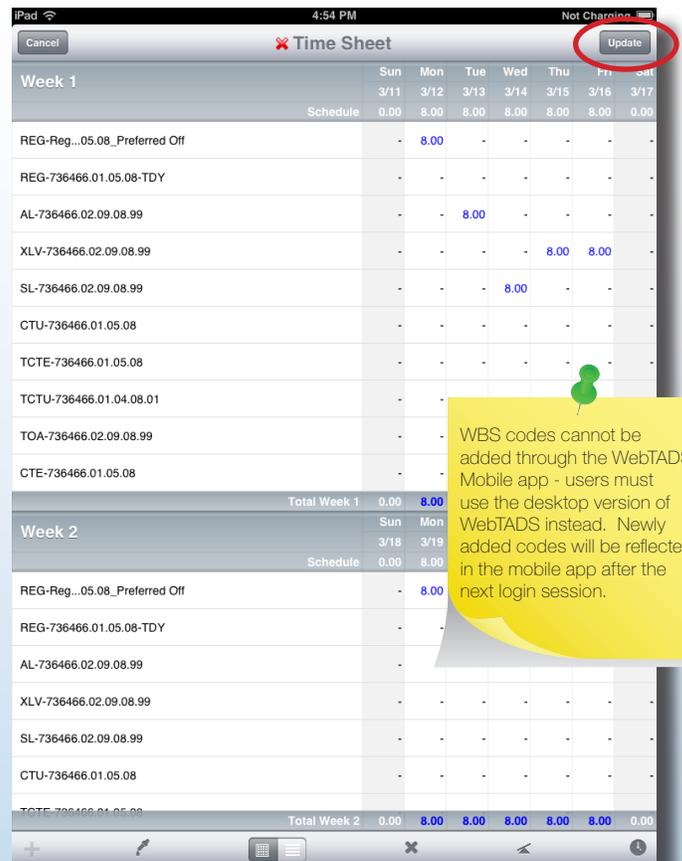
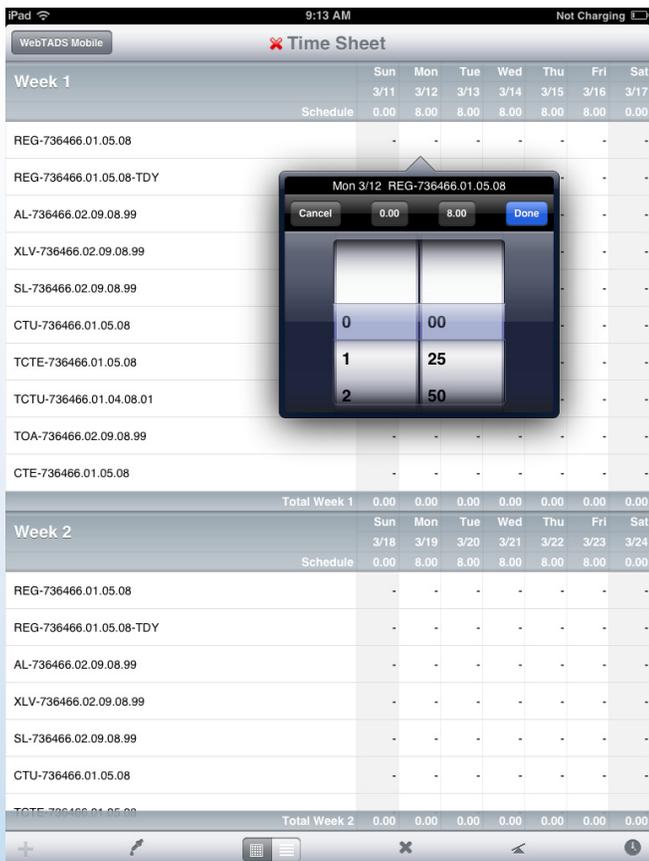
### 8.00

Sets the amount of hours for that week/day/code to eight and closes the popup window.

### DONE

Adds the value selected in the dial into the week/day/code and closes the popup window.

New entries will appear in **blue text** - as will revisions to previously submitted data. Once you have completed, click **Update** in the top right of the screen.





Once the data has been updated to the WebTADS infrastructure successfully, the additions/changes you have made turn into black text. Also, if there are no errors and the time sheet is complete, a grey check mark appears next to the words “Time Sheet” at the top (see below).

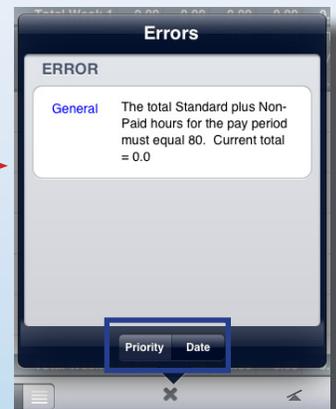
| Week 1                        |  | Sun  | Mon  | Tue  | Wed  | Thu  | Fri  | Sat  |
|-------------------------------|--|------|------|------|------|------|------|------|
|                               |  | 3/11 | 3/12 | 3/13 | 3/14 | 3/15 | 3/16 | 3/17 |
| Schedule                      |  | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 |
| REG-Reg...05.08_PREFERRED Off |  | -    | 8.00 | -    | -    | -    | -    | -    |
| REG-736466.01.05.08-TDY       |  | -    | -    | -    | -    | -    | -    | -    |
| AL-736466.02.09.08.99         |  | -    | -    | 8.00 | -    | -    | -    | -    |
| XLV-736466.02.09.08.99        |  | -    | -    | -    | -    | 8.00 | 8.00 | -    |
| SL-736466.02.09.08.99         |  | -    | -    | -    | 8.00 | -    | -    | -    |
| CTU-736466.01.05.08           |  | -    | -    | -    | -    | -    | -    | -    |
| TCTE-736466.01.05.08          |  | -    | -    | -    | -    | -    | -    | -    |
| TCTU-736466.01.04.08.01       |  | -    | -    | -    | -    | -    | -    | -    |
| TOA-736466.02.09.08.99        |  | -    | -    | -    | -    | -    | -    | -    |
| CTE-736466.01.05.08           |  | -    | -    | -    | -    | -    | -    | -    |
| Total Week 1                  |  | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 |
| Week 2                        |  | Sun  | Mon  | Tue  | Wed  | Thu  | Fri  | Sat  |
|                               |  | 3/18 | 3/19 | 3/20 | 3/21 | 3/22 | 3/23 | 3/24 |
| Schedule                      |  | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 |
| REG-Reg...05.08_PREFERRED Off |  | -    | 8.00 | 8.00 | 8.00 | -    | -    | -    |
| REG-736466.01.05.08-TDY       |  | -    | -    | -    | -    | 8.00 | 8.00 | -    |
| AL-736466.02.09.08.99         |  | -    | -    | -    | -    | -    | -    | -    |
| XLV-736466.02.09.08.99        |  | -    | -    | -    | -    | -    | -    | -    |
| SL-736466.02.09.08.99         |  | -    | -    | -    | -    | -    | -    | -    |
| CTU-736466.01.05.08           |  | -    | -    | -    | -    | -    | -    | -    |
| TOTE-736466.01.05.08          |  | -    | -    | -    | -    | -    | -    | -    |
| Total Week 2                  |  | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 |

If a long time period elapses between your login and subsequent action(s), you may be asked to log in again after hitting "Update".  
This is for security purposes.

Many screens have buttons that allow users to change their preferred view. Examples of these buttons are shown to the left and below in blue.

If there were errors, the specific nature of the errors can be found by tapping on the “X” at the bottom of the screen. Using the example of an incomplete time sheet, the error shown to the right could be given.

If there are no errors with your time sheet, two things will be apparent. First, there will be a grey check mark next to the words “Time Sheet” at the top of the page. Second, the “X” will become unavailable for selection (see the graphic above for these examples).





### Fill to Work

WebTADS Mobile users can take advantage of a fill-to-work function by clicking on the eyedropper icon at the bottom of the page. Choose your intended project code, and then select [Week 1](#), [Week 2](#), or [Both](#).

The screenshot displays the 'Time Sheet' application on an iPad. At the top, the status bar shows 'iPad', signal strength, '5:18 PM', and 'Not Charging'. The app header includes the user name 'jmcgroar' and the title 'Time Sheet' with a red 'X' icon. The main content is a grid for two weeks. A modal dialog titled 'Fill to Work Schedule' is open, showing a list of project codes: 'REG-Reg...05.08\_Preferred Off', 'REG-736466.01.05.08-TDY', and 'AL-736466.02.09.08.99'. The dialog has buttons for 'Cancel', 'Week 1', 'Week 2', and 'Both'. The background grid shows the following data:

| Week 1                        | Sun  | Mon  | Tue  | Wed  | Thu  | Fri  | Sat  |
|-------------------------------|------|------|------|------|------|------|------|
|                               | 3/11 | 3/12 | 3/13 | 3/14 | 3/15 | 3/16 | 3/17 |
| Schedule                      | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 |
| REG-Reg...05.08_Preferred Off | -    | -    | -    | -    | -    | -    | -    |
| REG-736466.01.05.08-TDY       | -    | -    | -    | -    | -    | -    | -    |
| AL-736466.02.09.08.99         | -    | -    | -    | -    | -    | -    | -    |
| XLV-736466.02.09.08.99        | -    | -    | -    | -    | -    | -    | -    |
| SL-736466.02.09.08.99         | -    | -    | -    | -    | -    | -    | -    |
| CTU-736466.01.05.08           | -    | -    | -    | -    | -    | -    | -    |
| TCTE-736466.01.05.08          | -    | -    | -    | -    | -    | -    | -    |
| TCTU-736466.01.04.08.01       | -    | -    | -    | -    | -    | -    | -    |
| TOA-736466.02.09.08.99        | -    | -    | -    | -    | -    | -    | -    |
| CTE-736466.01.05.08           | -    | -    | -    | -    | -    | -    | -    |
| Total Week 1                  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Week 2                        | Sun  | Mon  | Tue  | Wed  | Thu  | Fri  | Sat  |
|                               | 3/18 | 3/19 | 3/20 | 3/21 | 3/22 | 3/23 | 3/24 |
| Schedule                      | 0.00 | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 |
| REG-Reg...05.08_Preferred Off | -    | -    | -    | -    | -    | -    | -    |
| REG-736466.01.05.08-TDY       | -    | -    | -    | -    | -    | -    | -    |
| AL-736466.02.09.08.99         | -    | -    | -    | -    | -    | -    | -    |
| Total Week 2                  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

This will populate hours into the project code you selected based upon your work schedule and whether you chose Week 1, Week 2, or Both.

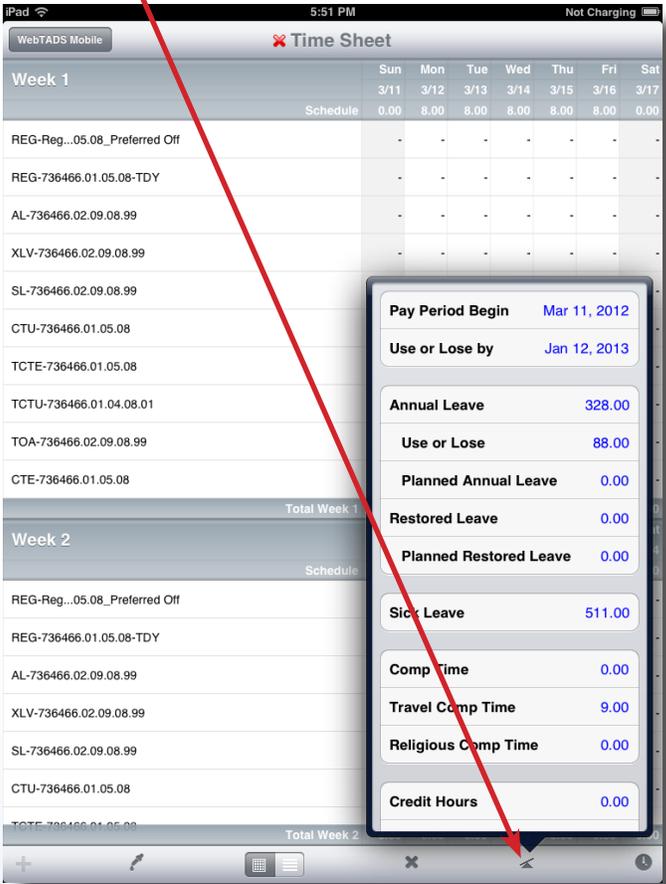


# OTHER TIME OPTIONS

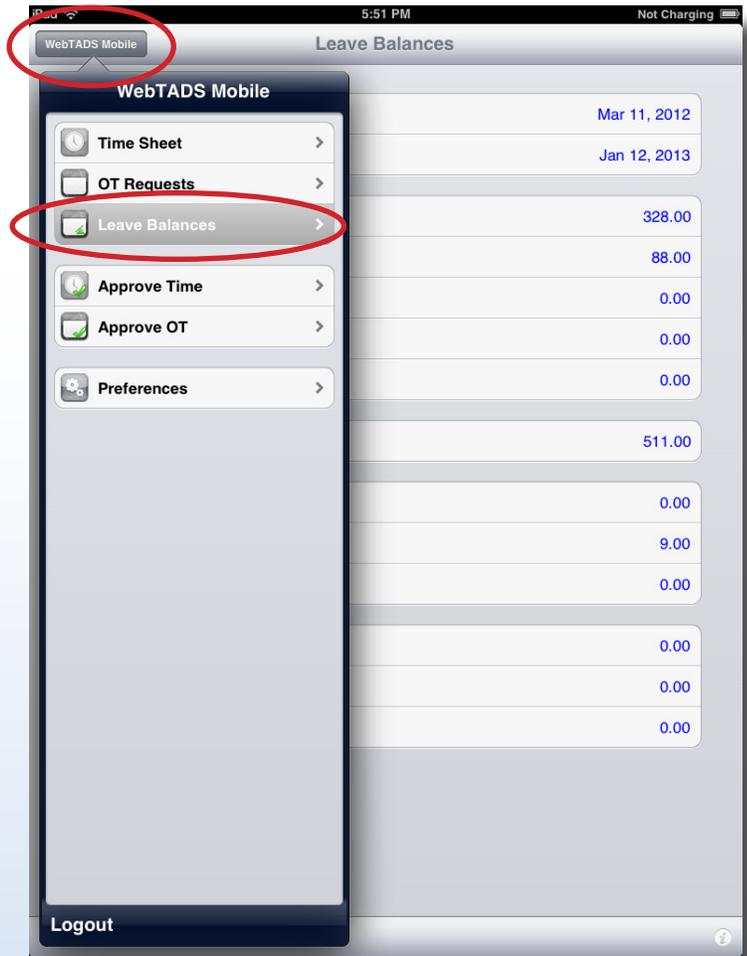
## Leave Balances

WebTADS Mobile users can view Leave Balances in two different ways.

**First method:** from the Time Sheet, click on the triangle with a slanted line over it (fulcrum/lever). Swipe down or up to see all of the entries available within this popup.



**Second method:** Using the top left main menu button, choose "Leave Balances". This will display your leave balances using the entire page, as opposed to a popup.

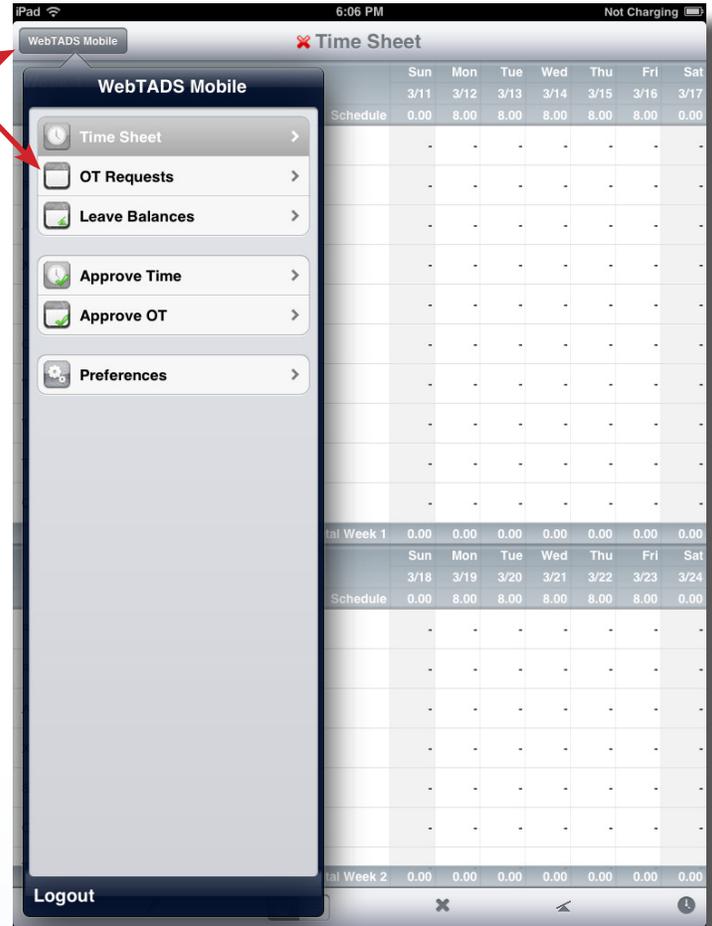
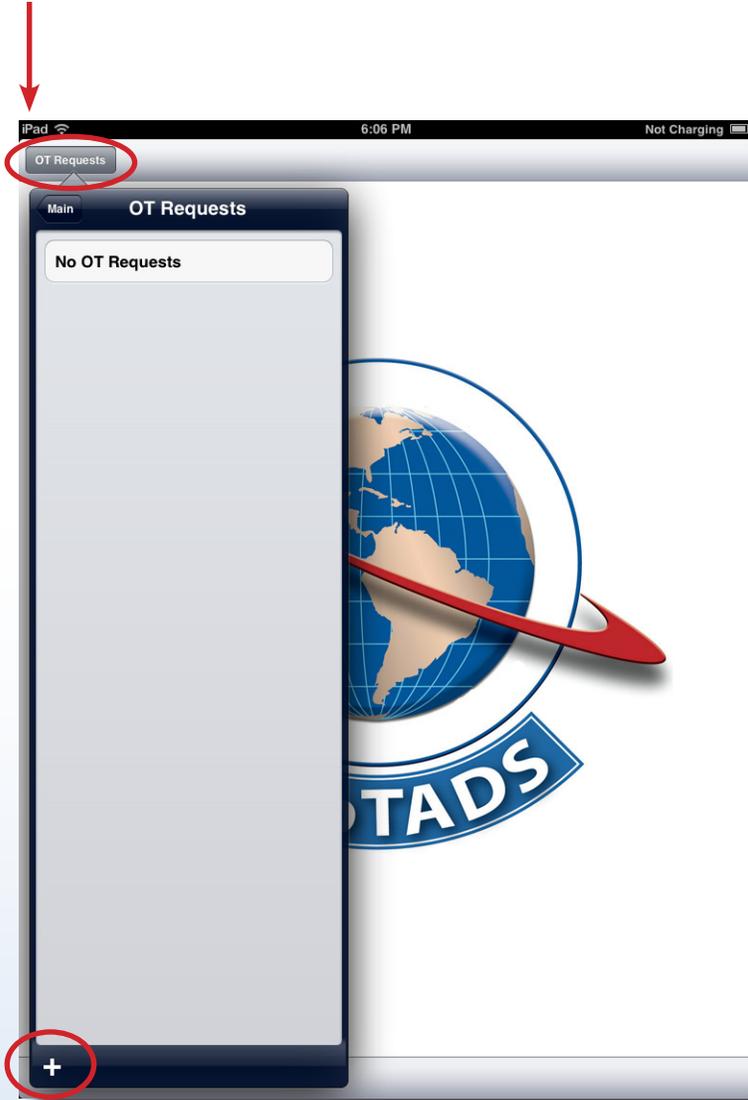




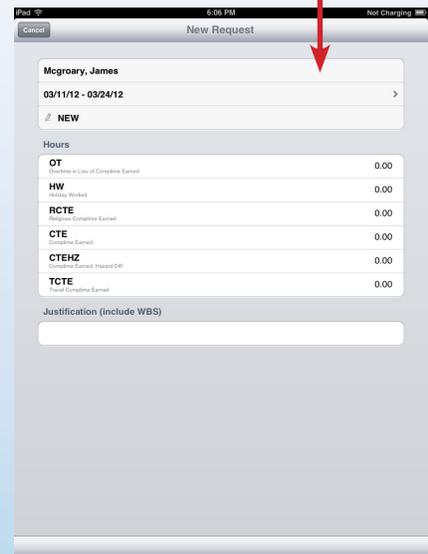
# MAKING OVERTIME REQUESTS

Tap on the main menu button, and then select OT Requests.

Then tap on the main menu button again (which should now say OT Requests) and then tap on the “+” symbol at the bottom left of the drop down menu.



You should now see various elements including your name, a date range, hours, project codes, etc. You are following well if your screen looks similar to the one shown below:

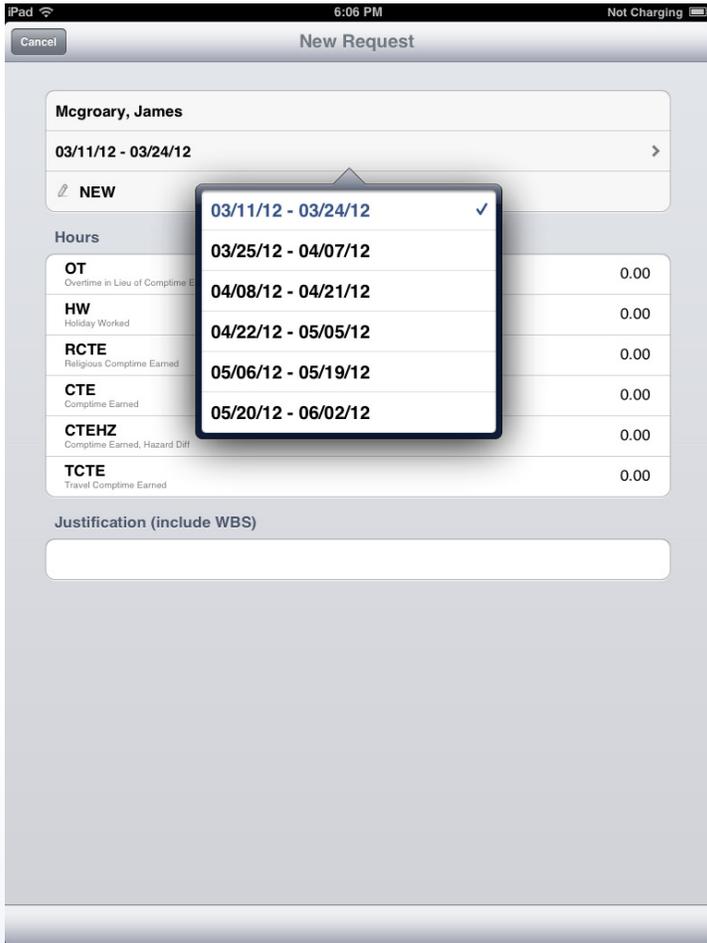


*Note*

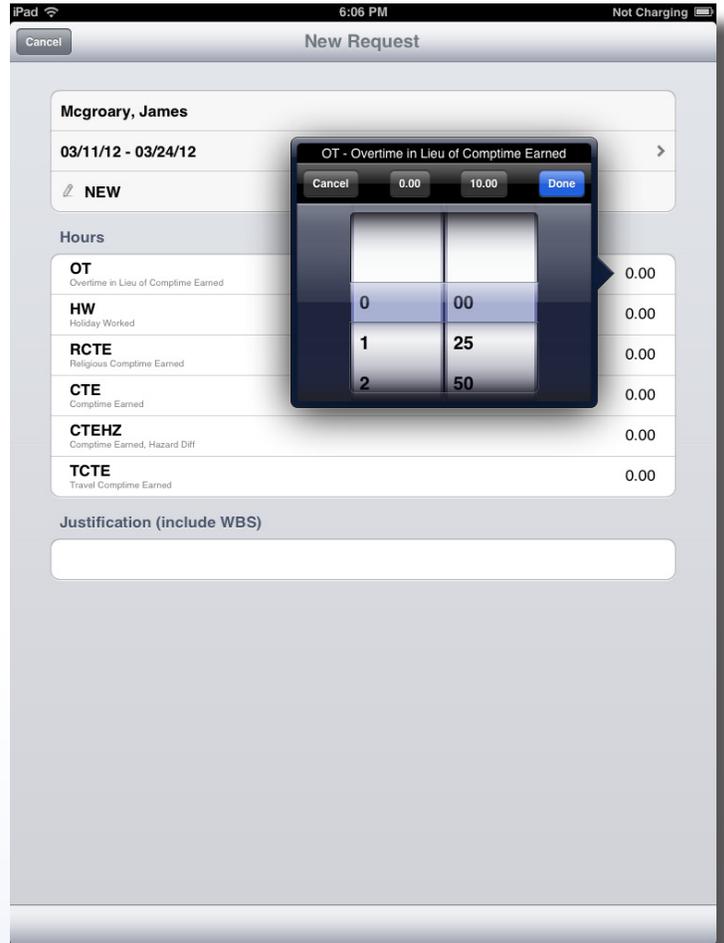
Saved & Submitted OT Requests will appear in the drop-down menu. In the example above, there are no saved or submitted OT requests.



Select the proper date range by tapping on the row below your name:



After determining the proper code (OT, in this case), tap on that particular row and set the hours you are requesting:



Tap into the area labeled “Justification (include WBS)” and use the keyboard to type the OT request justification. When finished, tap SAVE in the top right. You will be returned back to your original OT screen.

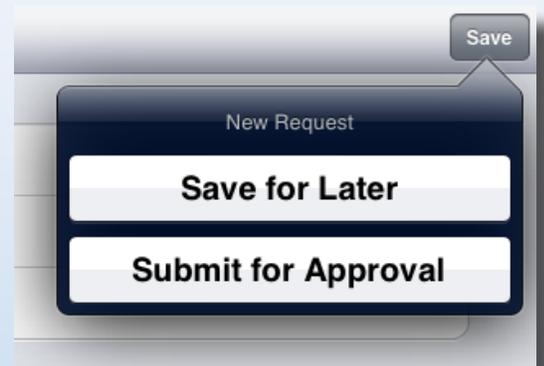
Click SAVE again (top right corner of the screen) and you will have the opportunity to:

**Save for Later**

Stores the OT request, but does not submit it for approval. It can still be edited.

**Submit for Approval**

Submits the OT request for approval. It can no longer be edited after being submitted for approval.

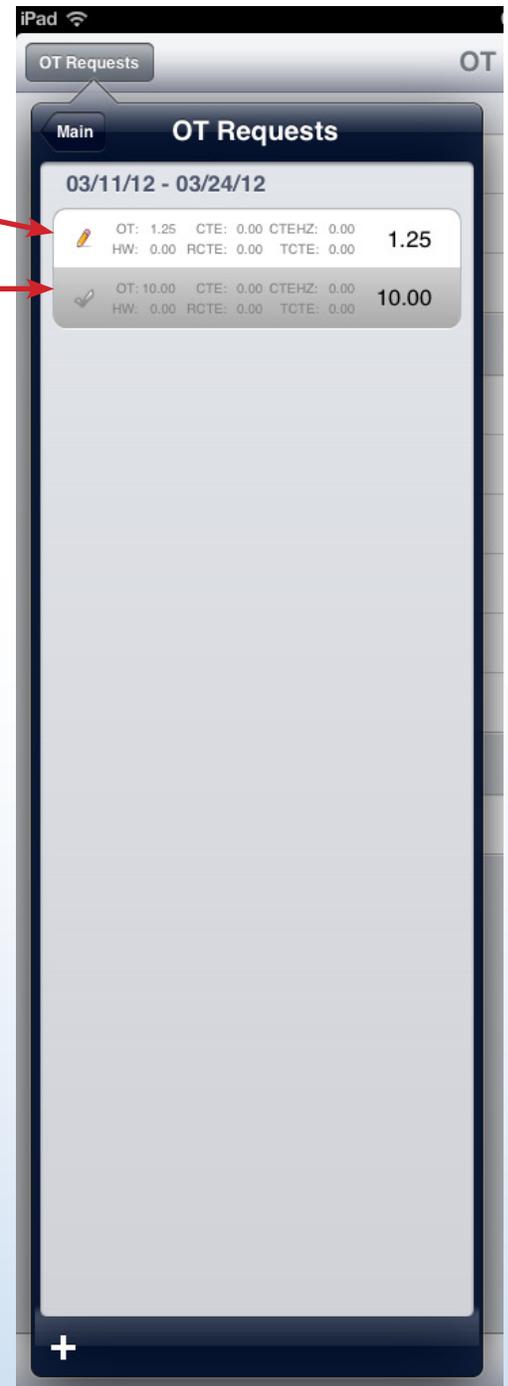




To edit previously saved OT requests, simply choose OT Requests from the main menu button, and then hit the same button again (now called OT requests). You should see a different icon to the left of each entry - based on whether or not the OT request is saved or submitted.

The OT request with a small pencil icon to its left has been saved, but not submitted. Users can click on these to edit them, delete them, or submit them for approval.

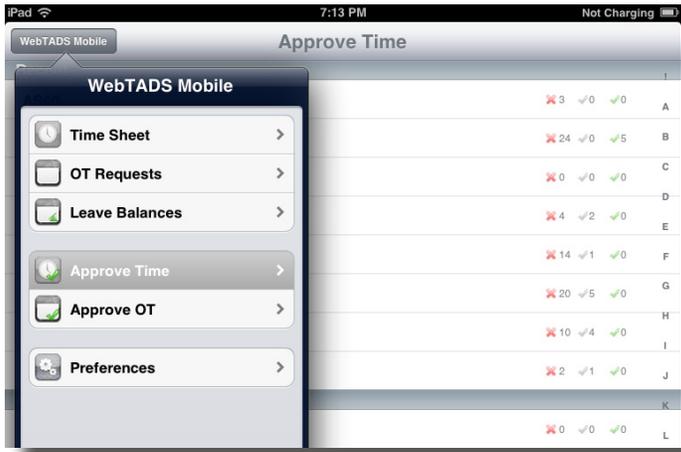
The OT request with a grey check to its left has been submitted and cannot be edited.





# APPROVING TIME

To approve time, tap the main menu button in the top left of the screen. Tap **Approve Time**, then choose the appropriate code where you are a time approver. More than one code may appear if you are a time approver for multiple codes.

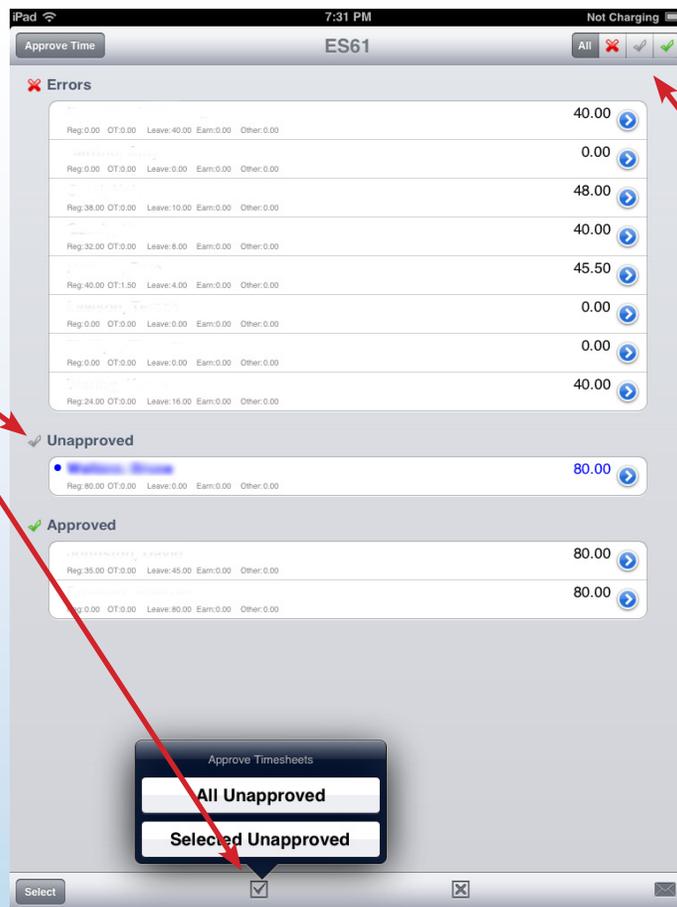


You can only approve time for employees whose time sheet contains no errors. You can use the email button after selecting an employee whose time sheet has errors by tapping on the employee and then tapping the email button in the lower right of the screen (see the section in this document called Preferences, Email Templates).

To approve a time sheet, tap the employee row you wish to approve, and then tap the boxed check mark in the lower left section of the screen. Choose **Selected Unapproved** - which will only approve the timesheets you have selected. Alternatively, you can tap **All Unapproved** - which will automatically select and approve all timesheets which do not contain errors.

Tap on the Unapproved time sheet so that a blue circle appears next to the name of the employee.

Then tap the grey check at the bottom of the display.



Make sure you select All from the top right part of the screen if you don't see everything you think you should.

This will display all employees.

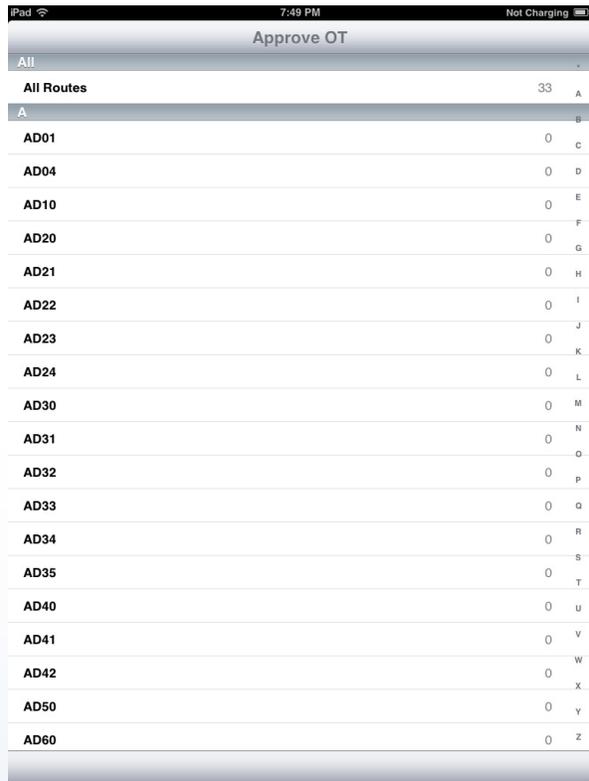


# APPROVING OVERTIME REQUESTS

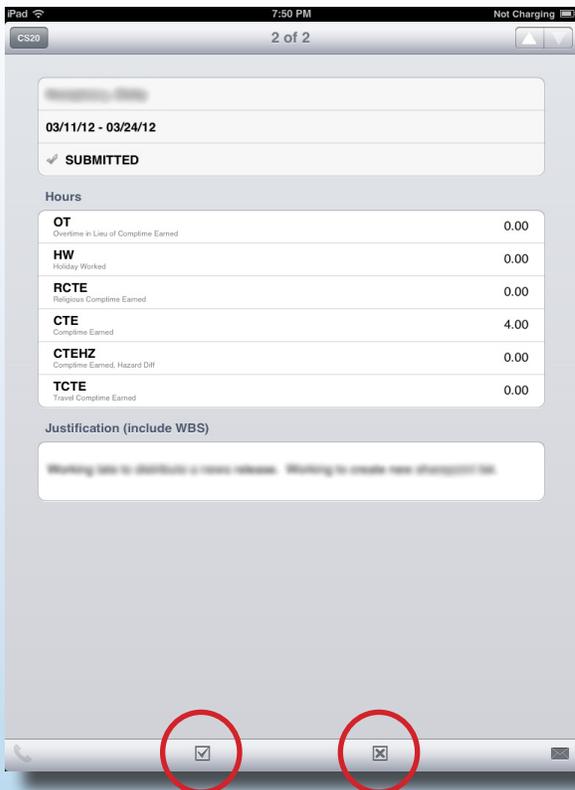
Approving overtime is similar to approving time. To do this, tap the main menu button in the top right of the screen and choose **Approve OT**.



Choose the proper code from the next screen or choose **All Routes** - to display all the codes for which you can approve overtime.



Then choose the specific employee name who has an OT request. You will see the OT request and the Justification. To approve (or deny) the request, use either the check mark or the "X" found at the bottom of the display.



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