

Supervisor Approval Procedures

- * At the end of the day **each Friday**, his/her timesheet should be ready for you to review and approve. This needs to be completed **no later than Monday morning each week**.
- * From the BSC Home Page, go to My BSC and in the drop down menu, select Clockwise
- * **Enter your user name** (this is the same as your email login)
- * **Enter your password** (first initial of first name, last 4 digits of the employee ID number printed on your campus ID), and first initial of last name
- * **Click Login**
- * **Click** the word **Supervisor** which gives you a drop down menu
- * **Click 'Review Timesheet'**
- * Make sure your department is in the block on the left
- * Week Ending Dates are *on the right* (it will automatically pull up the current week). If you're looking for a *previous week*, use the *dropdown menu of dates to pull the date you need*
- * You will see his/her timesheets listed on the lower half of the sheet with their ending dates...you'll see **Ready** after he/she has electronically signed her timesheet
- * Click on the name (in red if it hasn't been approved) and it will bring up the sheet in the approval mode
- * Top right side you'll see **Supervisor** and **Select Status**
- * From drop down menu, click **Approved** after **checking each sheet**. (You'll have the option to Unsubmit and Reject if necessary)
- * **Click Save/Update** after approval
- * **Click Sign Off**

For additional assistance with your record please contact Jean at ext. 3056 or jmuro@bsc.edu