

Timesheet Approval through MyLongwood

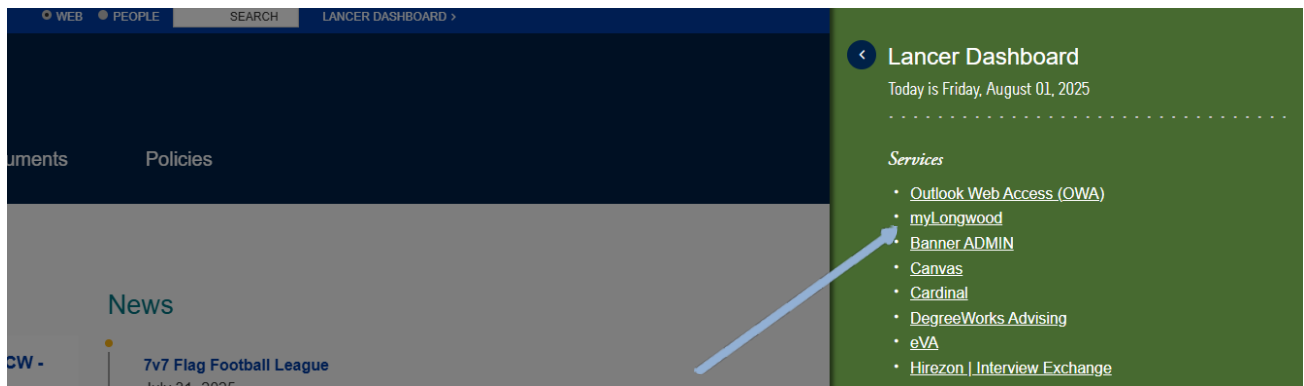
All student employees must complete and submit timesheets through MyLongwood for each pay period worked and for each position held. When timesheets are submitted, they are automatically routed to you the “Approver” who can then approve the timesheet or return the timesheet for corrections. Timesheets are accessible 7 days a week, 24 hours a day throughout the open pay period for employees to submit their timesheet.

You will have access to approve the timesheet once it has been submitted up until the cutoff time for submission to payroll. Employees must submit their timesheets by noon Monday following the end of the pay period, while approvers have until noon Tuesday following the end of the pay period to approve the timesheet. If these dates fall on a university holiday, the due date will be the next working day.


To get to your approvals, you enter through MyLongwood from Solomon (website for Longwood Faculty and Staff). To navigate to MyLongwood go to solomon.longwood.edu. At the top right corner select “Lancer Dashboard” on the right-hand side of the screen:



Under Lancer Dashboard, click on myLongwood:



Enter your LancerNet ID. Your Password is the same password you use for your computer log in. Click the button “Sign In”:



Longwood University

Sign in using your LancerNetID or E-Mail Address

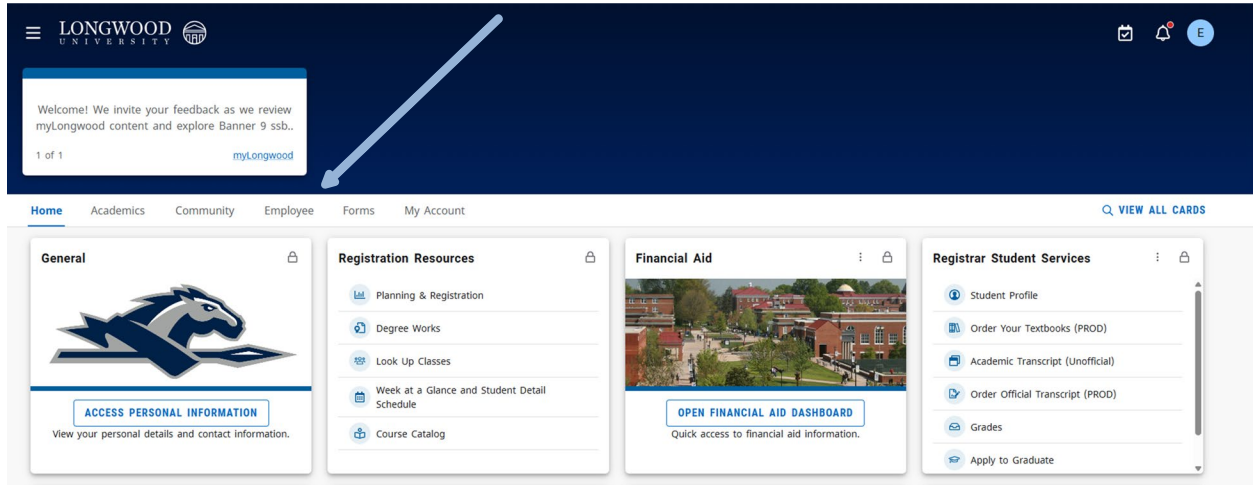
someone@example.com

Password

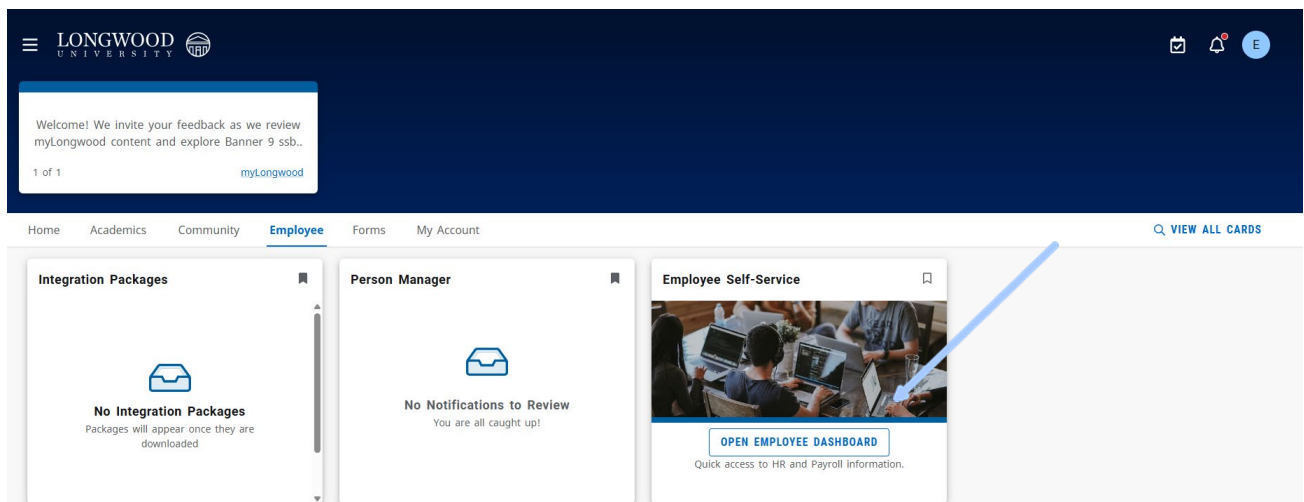
Sign in

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To get to your approvals click on the “Employee Tab”:



This will take you to the Employee tab, where you then need to select “Open Employee Dashboard” on the Employee Self Service card:



This will take you to your personal Employee Dashboard. You will see the option to “Approve Time” on the bottom right hand of the screen under the My Activities section, click this and the Timesheet Selection screen will appear. If you have more than one position all applicable positions with approvals will be available.

Kathryn Nasburg

My Profile

My Team

Leave Balances as of 09/03/2025

Annual Leave in hours	244.00	Family and Personal Leave in hours	32.00	Sick Leave in hours	72.00
Community Service Leave in hours	16.00	Recognition Leave in hours	0.00	Parental Leave in hours	0.00

Full Leave Balance Information

Employee Summary

My Activities

- Enter Time
- Enter Leave Report
- Approve Time
- Approve Leave Report
- Custom Menu Link 1

This will bring you to all the pending approvals for the current pay period you are approving for. The chart will show you any approvals that are currently pending-in the queue, in progress, that you’ve returned, errored, pending-approved, approved, and completed. Click on your student’s name to retrieve their Timesheet to approve or return to them for correction. You can click through the dropdowns (1) to view the different Timesheets in their status.

Approvals Timesheet Leave Report

Timesheet All Departments 08/24/2025 - 09/06/2025 (2025 SB 18) All Status except Not Started Enter ID/Name

Distribution Status Report - Timesheet

1

Pending 0 Pending - In the Queue 0 In Progress 0 Returned 0 Error 0 Pending - Approved 0 Approved 0 Completed

Pending 1

Employee Name	ID	Organization	Hours/Units
Noah Wiest Budget Office Student Asst, OC0188-00		L-404001, Financial Planning & Analysis	11.20 Hours

The Timesheet information will then populate for you to review, and you will be able to select one of the four options: 1. Return, which will not allow for correction 2. Details, which will give you a week's calendar view of the Timesheet 3. Return for correction, this will allow the student to make changes and 4. Approve, which will then approve the Timesheet.

Budget Office Student Asst, OC0188-00, L, 404001, Financial Planning & Analysis , Rate: \$12.410000
 Pay Period: 11.20 Hours Pending Submitted On 08/26/2025, 02:46 PM

Time Entry Detail

Date	Earn Code	Shift	Total
08/26/2025	REG, Regular Pay	1	2.80 Hours
08/28/2025	REG, Regular Pay	1	2.80 Hours
09/02/2025	REG, Regular Pay	1	2.80 Hours
09/04/2025	REG, Regular Pay	1	2.80 Hours

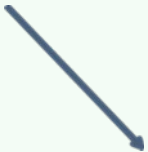
Summary

Earn Code	Shift	Week	Week	Total
REG, Regular Pay	1	5.60	5.60	11.20 Hours
Total Hours		5.60	5.60	

Routing and Status

Name	Action
	Originated On 08/26/2025, 02:45 PM by Noah Wiest
	Submitted On 08/26/2025, 02:46 PM by Noah Wiest
	Approve by 09/09/2025, 12:00 PM
Kathyn Nasburg	Pending Approval

Comment (Optional):




There is also a section that before you select approve you will be able to add a comment to the Timesheet and you will be able to mark this comment confidential if necessary.

Comment (Optional):

2000 characters remaining

☐ Confidential Comment



Please note the following:

- **Review ALL hours worked.**
- **Any hours worked over 40 in a work week (Sunday to Saturday) will be processed as overtime and charged to the position's budget.**
- **Your approval of this Timesheet authorizes that everything is correct and overtime pay is approved.**

Once approved the Timesheet will then say Approved and show the time and date the approval was done. You will have the option to recall this approval up until the 12pm Tuesday deadline of when supervisor approvals are due. To exit this screen, select Return.

Budget Office Student Asst, OC0188-00, L, 404001, Financial Planning & Analysis , Rate: \$12.410000
 Pay Period: 11.20 Hours | **Approved** | Approved On 09/03/2025, 09:30 AM

Time Entry Detail

Date	Earn Code	Shift	Total
08/26/2025	REG, Regular Pay	1	2.80 Hours
08/28/2025	REG, Regular Pay	1	2.80 Hours
09/02/2025	REG, Regular Pay	1	2.80 Hours
09/04/2025	REG, Regular Pay	1	2.80 Hours

Summary

Earn Code	Shift	Week	Week	Total
REG, Regular Pay	1	5.60	5.60	11.20 Hours
Total Hours		5.60	5.60	

Routing and Status

Name	Action
	Originated On 08/26/2025, 02:45 PM by Noah Wiest
	Submitted On 08/26/2025, 02:46 PM by Noah Wiest
	Approval queue completed
Kathyn Nasburg	Approved on 09/03/2025 09:30 AM by Kathyn Nasburg

Return Details Recall

After selecting return this will return you to your Approvals screen where you will then see that the Timesheet you just approved is now in the “Approved” status on the chart and in the dropdown menu below.

Approvals Timesheet Leave Report

Timesheet | All Departments | 08/24/2025 - 09/06/2025 (2025 SB 18) | All Status except Not Started | Enter ID/Name

Distribution Status Report - Timesheet

Pending - Approved 0

Approved 1

Employee Name	ID	Organization	Hours/Units
Noah Wiest Budget Office Student Asst, OC0188-00	L00461032	L-404001, Financial Planning & Analysis	11.20 Hours

Completed 0

Reviewing Prior Pay Periods

Under the “Approvals - Timesheet” page you will find the option to select through prior periods as well as select through the drop down of the different statuses. Only current and prior pay periods appear as choices.

Approvals - Timesheet

Proxy Super User Reports

Approvals Timesheet Leave Report

Timesheet All Departments 08/24/2025 - 09/06/2025 (2025 SB 18) All Status except Not Started Enter ID/Name

Possible Statuses and their definitions:

Not Started	Timesheet hasn't been opened
In Progress	Timesheet has been started but not submitted
Pending	View Only - timesheet has been submitted but not approved and is pending approval.
Pending – In the Queue	Will not be used.
Returned	Timesheet has been either returned or returned for correction.
Error	There is an issue with the report and there will be a message with the report.
Pending – Approved	Will not be used.
Approved	Timesheet has gone to Payroll and cannot be changed Online
Complete	Approval Deadline has passed, and Timesheet has been completed.

Tenths-of-an-Hour Conversion Chart

To Record Hours Worked

Effective July 1, 2003

<u>MINUTES</u>		REPORTING
FROM	TO	INCREMENT
0 Minutes	2 minutes, 59 seconds	Disregard
3 Minutes	8 minutes, 59 seconds	1 Tenth Hour
9 Minutes	14 minutes, 59 seconds	2 Tenths Hour
15 Minutes	20 minutes, 59 seconds	3 Tenths Hour
21 Minutes	26 minutes, 59 seconds	4 Tenths Hour
27 Minutes	32 minutes, 59 seconds	5 Tenths Hour
33 Minutes	38 minutes, 59 seconds	6 Tenths Hour
39 Minutes	44 minutes, 59 seconds	7 Tenths Hour
45 Minutes	50 minutes, 59 seconds	8 Tenths Hour
51 Minutes	56 minutes, 59 seconds	9 Tenths Hour
57 Minutes	60 Minutes	One Hour

Student Employee Timesheet Deadlines

Calendar Year 2025

Pay Number	Pay Period Begin	Pay Period End	Employee Submit before 12 noon	Supervisor Approve before 12 noon	Payday
#1	12/29/2024	1/11/2025	1/13/2025	1/14/2025	1/24/2025
#2	1/12/2025	1/25/2025	1/27/2025	1/28/2025	2/7/2025
#3	1/26/2025	2/8/2025	2/10/2025	2/11/2025	2/21/2025
#4	2/9/2025	2/22/2025	2/24/2025	2/25/2025	3/7/2025
#5	2/23/2025	3/8/2025	3/10/2025	3/11/2025	3/21/2025
#6	3/9/2025	3/22/2025	3/24/2025	3/25/2025	4/4/2025
#7	3/23/2025	4/5/2025	4/7/2025	4/8/2025	4/18/2025
#8	4/6/2025	4/19/2025	4/21/2025	4/22/2025	5/2/2025
#9	4/20/2025	5/3/2025	5/5/2025	5/6/2025	5/16/2025
#10	5/4/2025	5/17/2025	5/19/2025	5/20/2025	5/30/2025
#11	5/18/2025	5/31/2025	6/2/2025	6/3/2025	6/13/2025
#12	6/1/2025	6/14/2025	6/16/2025	6/17/2025	6/27/2025
#13	6/15/2025	6/28/2025	6/30/2025	7/1/2025	7/11/2025
#14	6/29/2025	7/12/2025	7/14/2025	7/15/2025	7/25/2025
#15	7/13/2025	7/26/2025	7/28/2025	7/29/2025	8/8/2025
#16	7/27/2025	8/9/2025	8/11/2025	8/12/2025	8/22/2025
#17	8/10/2025	8/23/2025	8/25/2025	8/26/2025	9/5/2025
#18	8/24/2025	9/6/2025	9/8/2025	9/9/2025	9/19/2025
#19	9/7/2025	9/20/2025	9/22/2025	9/23/2025	10/3/2025
#20	9/21/2025	10/4/2025	10/6/2025	10/7/2025	10/17/2025
#21	10/5/2025	10/18/2025	10/20/2025	10/21/2025	10/31/2025
#22	10/19/2025	11/1/2025	11/3/2025	11/4/2025	11/14/2025
#23	11/2/2025	11/15/2025	11/17/2025	11/18/2025	11/28/2025
#24	11/16/2025	11/29/2025	12/1/2025	12/2/2025	12/12/2025
#25	11/30/2025	12/13/2025	12/15/2025	12/16/2025	12/26/2025
#26	12/14/2025	12/27/2025	12/29/2025	12/30/2025	1/9/2026
#1	12/28/2025	1/10/2026	1/12/2026	12/13/2026	1/23/2026