

MyGustavus Instructions for Supervisor

Time Approval



Employee

Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

1. Sign into MyGustavus – USE THIS LINK my.gustavus.edu
2. Click on Employee
3. Click on Time Approval
4. Click on Reset Filters
5. Click on Pay Cycle you are Approving
6. Click on Pay Dates you are Approving
7. Click on Apply Filters
8. Click on Employee/Student Name - Arrow Down
9. Click on Approve
 - **OR** Arrow Down to View each Week and Approve
 - **OR** Click on View to detail actual hours worked and Approve

EACH WEEK MUST BE APPROVED – PLEASE DOUBLE CHECK THAT ALL WEEKS SHOW APPROVED

Time Approval

[Employee](#)

Filter

Search for Employee

Employee Name or ID



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of 1



Total: 1

Clear Search

Pay Cycles

- Bi-Weekly - Hourly
- Summer Students
- Student Employment - Monthly
 - 7/1/2021 - 7/31/2021
 - 8/1/2021 - 8/31/2021

Status

- Submitted
- Not Complete
- No Time Entered
- Approved
- Rejected

Reset Filters

Apply Filters

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours
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Total: 1

EMPLOYEE PROXY OPTION


If you are the primary supervisor and wish to add another approver for times that you are unavailable to approve, please use the Employee Proxy option below:



Employee

Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.

1. Sign into MyGustavus – USE THIS LINK my.gustavus.edu
2. Click on Employee
3. Click on Employee Proxy
4. Click on the Arrow Down and select Time Approval
5. Put in Effective Date – If ongoing do not put in a Revoke Date
6. Search Employee by First Name - Last Name
7. Click on Employee Name
8. Click Add Proxy



Employee Proxy

Here you can delegate certain types of work tasks to another employee.

Add Employee Proxy

Select Proxy Type*

Effective Date*

Revoke Date

Proxy access ends at 12:01 AM on this date.

Search for Proxy*

Cancel

Add Proxy