

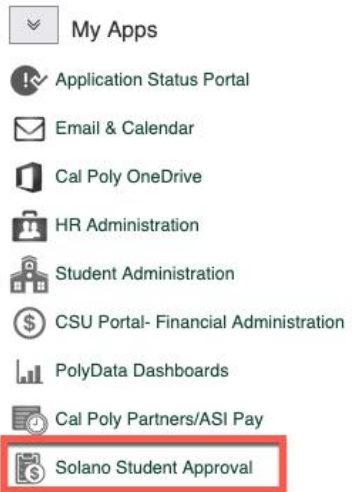


CAL POLY

Solano Student Employee Timesheet Approvals

Log in: [My Cal Poly Portal](#)

From My Apps, Click on “Solano Student Approval”:



PeopleSoft will launch in another tab and you will be on the approval page.

1. Change “View By” to “All Time Before”
2. Change “Date” to the first day of the following pay period you are approving
3. Click “Get Employees”

Approve Reported Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Workgroup	<input type="text"/>

Clear Selection Criteria Save Selection Criteria **Get Employees**

View Instructions Show Schedule Information

View By: Week Date: 01/30/2026 Refresh << Previous Week Next Week >>

All Time Before

Employees Time Needing Approval From 01/24/2026 - 01/30/2026

Select	Day	Job Description	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Approved/Submitted Hours
	Week						

<input type="checkbox"/>		Mon	1/26	New			
<input type="checkbox"/>		Tue	1/27	Needs Approval	6:00:00PM	10:00:00PM	
<input type="checkbox"/>		Wed	1/28	New			
<input type="checkbox"/>		Thu	1/29	New			
<input type="checkbox"/>		Fri	1/30	New			
<input type="checkbox"/>		Sat	1/31	New			

Select All Deselect All

[Reported Hours Summary - select to view](#)
[Balances - select to view](#)

When finished, click **Submit** to save your changes and approvals.

After making changes, you can navigate to the next student timecard (as shown above) or select **Return to select employee** in the bottom left to return to the employee list.

Once all approval or denial actions have been completed for all student employees, the list will be empty.

Approve Reported Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Workgroup	<input type="text"/>

There were no employees found with Reported Time to approve based upon your selection criteria.

Show Schedule Information

View By:
 Date: