

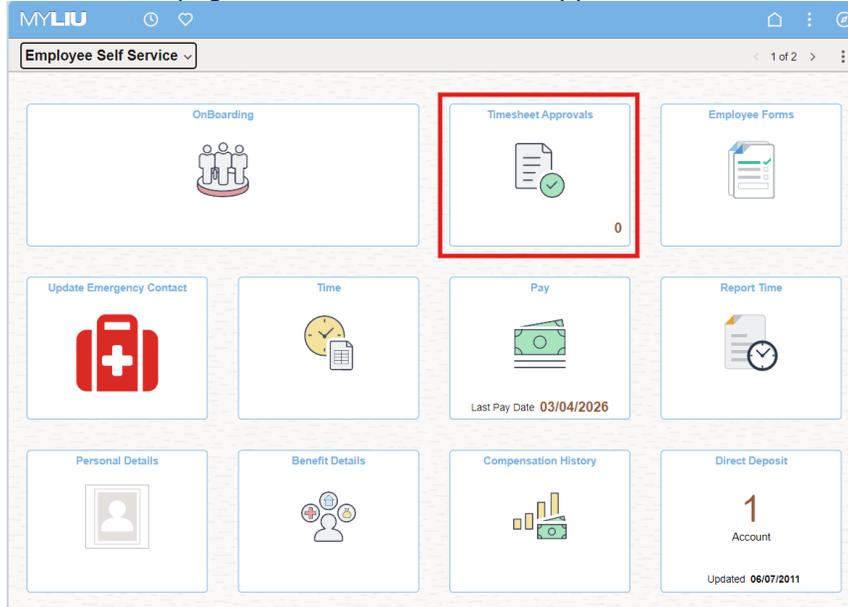
# Approving Submitted Fulltime(Bi-Weekly) Timesheets in MyLIU

## Step 1

Go to my.liu.edu and log in with your LIU credentials.

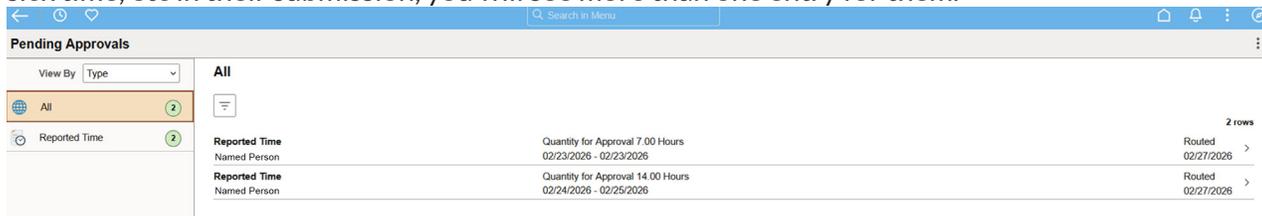
## Step 2

On the home page, click on the Timesheet Approvals tile.



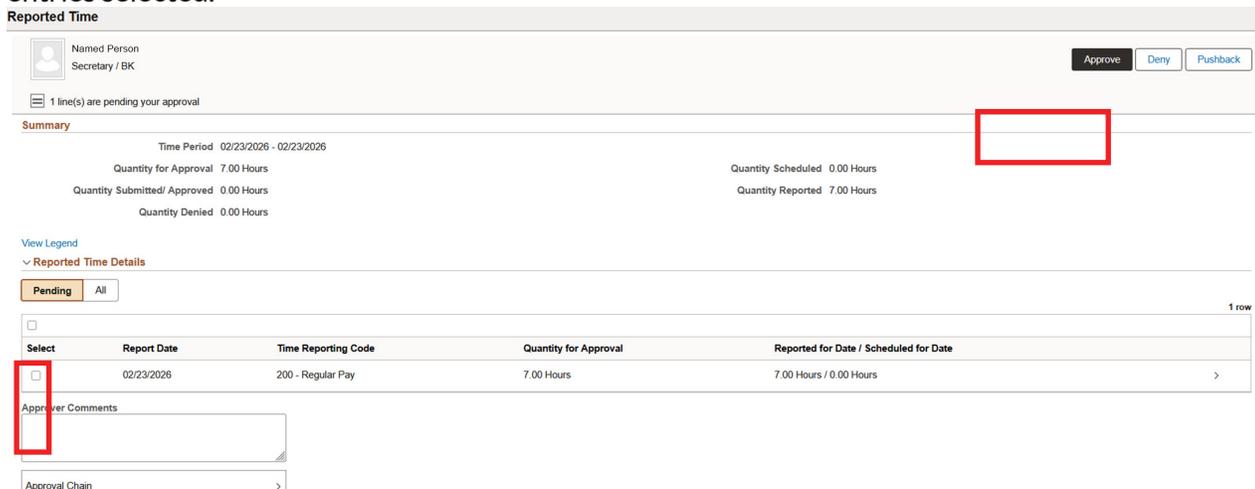
## Step 3

Select any entry from the list of submissions awaiting approval. If a person has both regular hours AND vacation, sick time, etc in their submission, you will see more than one entry for them.



## Step 4

Select one or all entries using the check boxes on the left. Then click either the Approve or Deny button for the entries selected.



**Step 5**

Enter your comments (if needed) for your approval/denial then click submit.

**Approve**

You are about to approve this request.

**Approver Comments**

**Deny**

You are about to deny this request.  
Approver comments, if provided, will be available on Timesheet page for time reporter view.

**Approver Comments**