

How to Access Employee Timesheet Approvals on Working at Chapman.

- 1) On any internet browser, go to **working.chapman.edu**.
- 2) Once on the Working at Chapman site, select the **Employee/Manager Self-Service** button.
- 3) You will be asked to enter your full **Chapman email address** and click **'Next'**.
- 4) Enter your Chapman **password** and click **'Sign In'**.
- 5) You will be required to authenticate your sign in either by using the **Microsoft Authenticator app** or a **six-digit code** via text message or phone call.
- 6) Once logged into employee/manager self-service, make sure **Manager Self-Service is selected at the top of the page**.
- 7) On the Manager Self-Service menu, select the **'My Approvals'** tile to access your employees' submitted timesheets.
- 8) You can now approve timesheet.
 - a. **There are no changes** on how to approve timesheets.