Approving Time in TAS

Supervisor’s Guide
Key Points

• How to Review/Approve Requests
• Benefits
How to Review/Approve Requests

• Once a leave request or hours worked is entered in TAS you will be sent an email requesting your approval/denial.
• To access TAS go to https://tas.asu.edu
• Enter your user ID and password
• Click on the “Staff Requests” tab
How to Review/Approve Requests

• This will bring up the employees reporting to you.
• Approve or deny the hours from the “Action” box.
• You may approve all by clicking in this box.
How to Review/Approve Requests

• Supervisors approving time paid and leave taken for employees paid from sponsored accounts must be authorized to do so by the PI.

• The supervisor must have suitable means of verifying the employee’s effort, which includes first-hand observations of the work being performed, written confirmation from the individual, physically verifiable information, notebooks, and/or sign-in sheets.

• Time can be approved as frequently as daily or twice a month prior to the time deadline.
• The “Help” tab has additional information.
Benefits

• There is an automated reminder sent that will let you know that the deadline for approval is approaching.

• If for any reason you are not available to approve the time in the system, please email SEMTEDTA@asu.edu and the DTA can approve it as a proxy with your approval.
Thank you!

Contact SEMTE HR at: semtedta@asu.edu

You may contact your DTA individually, however be sure to copy semtedta@asu.edu for all inquiries.

Department Time Administrator (DTA)
Gayla Livengood
Email: gayla.ruark@asu.edu
Phone: 480-965-3095
Reminder

An email reminder will be sent out before each due date to your ASU account.
Due dates may change if the pay period includes a holiday.