*Please distribute this alert to any users within your agency who are responsible**for time administration in SAP.*

**Clock Times Added to the Timesheet Workflow Approval Screen**

* Information regarding the addition of clock times to the timesheet workflow approval screen.

Effective February 28, 2021 the timesheet workflow approval screen will include the Start Time/End Time fields. The addition of these fields eliminates the need for supervisors to use the *change* icon to open the timesheet to view the clock times before approving timesheet entries.

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**Questions?**

Field time advisors should direct any questions related to this alert to their central agency time advisor. Central agency time advisors may submit questions via an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the time category or call the HR Service Center, Time Services team at 877.242.6007, Option 2.