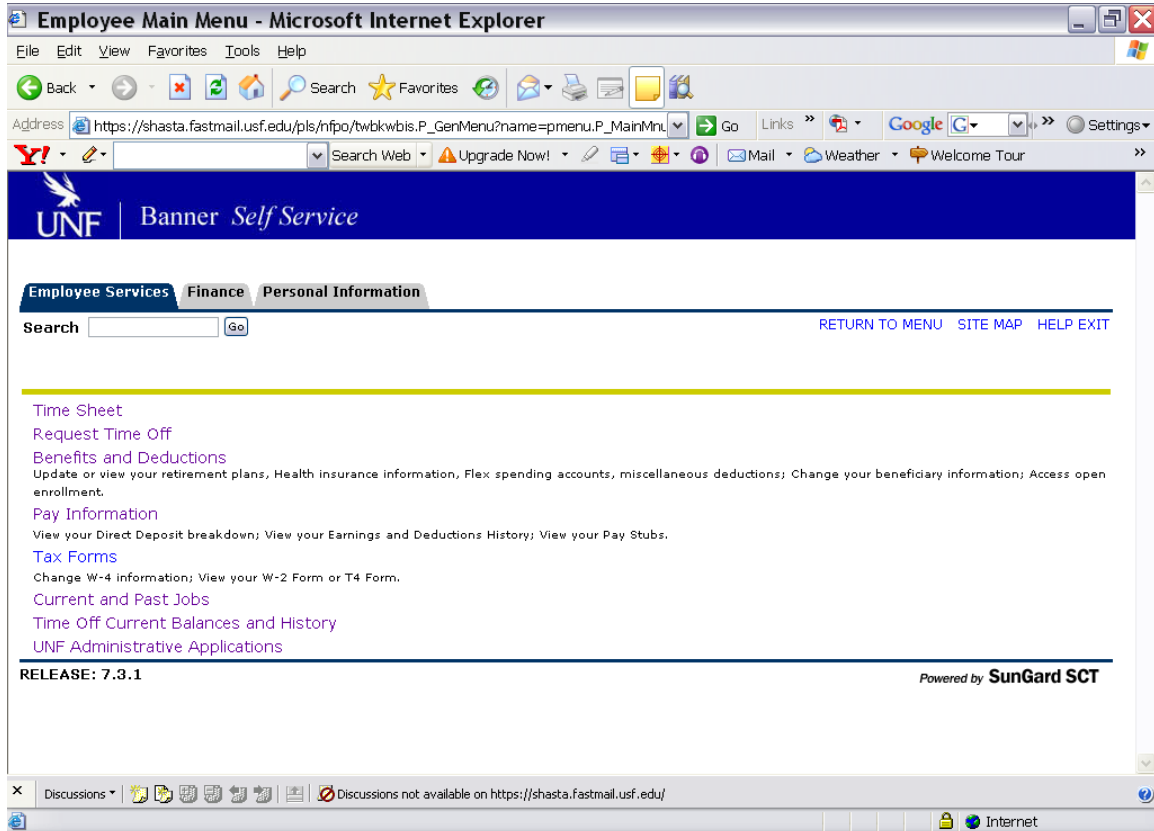


## PAYROLL/TIMESHEET APPROVAL PROCESS

- A. Log in to [myWings](#).
- B. Go to the employee self service link.
- C. Click on timesheet.



- D. This will bring up all the timesheets that you are the approver.
- E. Select the timesheet you wish to approve and select timesheet.
- F. After reviewing the hours you will select the option to approve.

In the event that you have a question about the timesheet, you can return the timesheet with comments.