**SAP Quick Mobile Time Approval**

*Recommended - Approve SAP Employee Time Entries on the Go. This allows you to approve employee time via the internet. Use any device that connects to a browser. This is much easier than using CAPS in the SAP program.*

1. **To start the application, type this address in the URL:**
   
   [https://mobile.sbcusd.com/TimeSheetApproval/](https://mobile.sbcusd.com/TimeSheetApproval/)

2. The login screen opens. You can add a shortcut to your home screen or create a bookmark/favorite.

3. Enter your SAP user name and password.

4. Click on the **LOGIN** button.

5. In the Filter screen, type your time entry user’s login name (e.g., secretary’s login) in the **Entered By** field. If more than one person enters time for your employees, you will need to do this for each Entered By name.

6. Change the **dates** if necessary.

7. Click on the **Submit** button.

8. To select all the displayed time entries of all displayed employees, use the **Select All** Checkbox.

9. To select **individual** employees, click on the Checkbox in front of their names.

10. To approve, click on the **APPROVE** button at the bottom of the screen.

11. If you want to display the date wise details of any employee’s time:
   a. Click on the blue **icon.**