


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/>
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.

