Approving Time in TAS
Supervisor’s Guide
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](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.
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.
Additional Help

- 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.

- It will no longer be necessary to send emails and screen shots between employees and supervisors and SEMTEDTA email account.

- 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.

- Eliminates paper timesheets and reports with an electronic process.
Questions:

- Contact SEMTE HR at: semtedta@asu.edu
- You may also contact us individually, however, be sure to copy semtedta@asu.edu on all inquiries.
  
  Jessica Jensen – Department Time Administrator (DTA)
  ◦ E-mail: jessi.jensen@asu.edu
  ◦ Phone: 480–727–9826

  Gayla Ruark – Department Time Administrator (DTA) – back up
  ◦ E-mail: gayla.ruark@asu.edu
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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.