Batch Approvals in evvie Portal

With batch approvals users can approve and/or approval lock multiple shifts at the same time.

1. After logging in to evvie Portal, click on **View My Weekly Timesheet**.
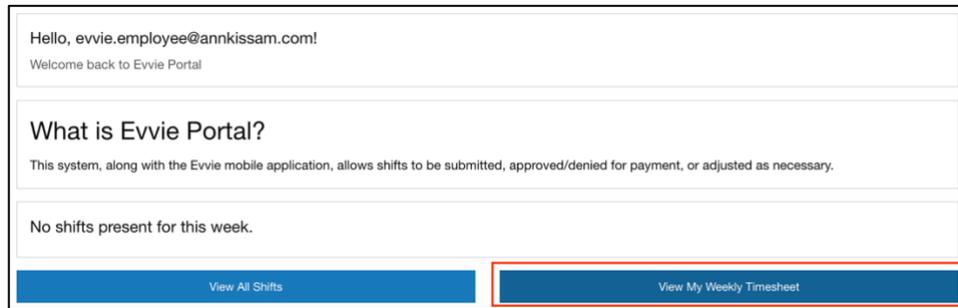
evvie Portal Home Page

2. On the Timesheet view, use the **View Previous Week** or **View Next Week** buttons to find the Weekly Timesheet you need to approve/lock.

View Previous/Next Week Buttons

3. Click on the **Batch Approve** or **Batch Lock as Approved** (in the upper left of the timesheet page), depending on the action you want to take. If the shifts have a status of Submitted, click on **Batch Approve**. If the Shifts have a status of Approved, click on **Batch Lock as Approved**.

Batch Approve Buttons

4. On the Shifts screen, the shifts about to be approved will be listed. Click on the **All** switch icon (near the upper left) to mark all shifts listed for approval. If you only want to approve some of these shifts, you can use the individual switches next to each shift on the right side of the screen. You can optionally add comments in the box at the top of the page as well.
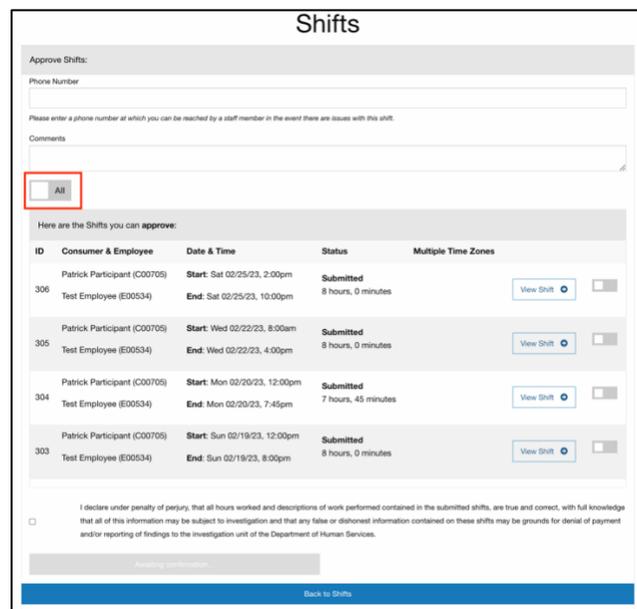
Shift Approval Screen

5. After clicking the **All** switch or some of the individual switches, click the checkbox below the shift listing to certify your shifts. Clicking the checkbox will turn the Awaiting Confirmation button to a **Submit All Approvals** or **Lock All as Approved** Button. Click that button to complete the batch approval or batch lock as approved.
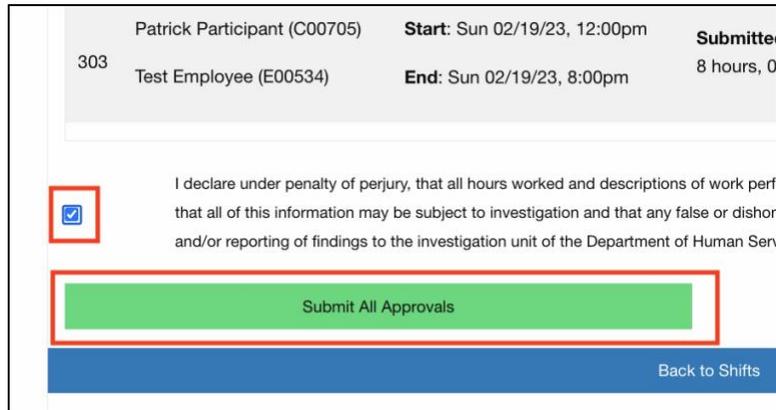
| 303 | Patrick Participant (C00705) | **Start**: Sun 02/19/23, 12:00pm | Submitted |
| | Test Employee (E00534) | **End**: Sun 02/19/23, 8:00pm | 8 hours, 0 |

☑ I declare under penalty of perjury, that all hours worked and descriptions of work perf... that all of this information may be subject to investigation and that any false or dishon... and/or reporting of findings to the investigation unit of the Department of Human Serv...

Submit All Approvals

Back to Shifts

Certify and Submit

6. The shifts are now approved, or approval locked, depending on the action you took. Repeat as needed to approve additional shifts in batch.

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