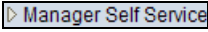
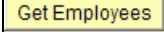


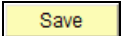
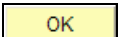
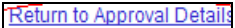


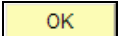

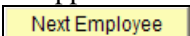
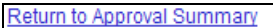


Approve Payable Time

1.	<p>From the HRMS menu, click the Manager Self Service link.</p> 
2.	<p>Click the Time Management link.</p>
3.	<p>Click the Approve Time and Exceptions link.</p>
4.	<p>Click the Payable Time link.</p>
5.	<p>Use the Approve Time for Time Reporters page to lookup employees for whom you have approval authority and who have payable time that needs approval.</p> <p>Enter your search criteria and use the <i>Start Date</i> and <i>End Date</i> fields to search for just time records you need to approve between these two dates.</p> <p>When ready, click the Get Employees button.</p> 
6.	<p>The list of employees who match your search request appear listed in the <i>Employees For ...</i> section.</p> <p>On this page, you can click the Select All link and approve time for all employees.</p> <p>You can also click an employee's name to see the payable time entries for that employee.</p>
7.	<p>You can use the Approve Payable Time page to approve time entries for individual days or for all days the employee submitted time for.</p> <p>The <i>Date</i> field displays the date/s the employee worked. One row will appear for each date and type of time. <i>Time Reporting Codes</i> (TRCs) show which type of time the employee has reported. The <i>Quantity</i> field displays the number of hours for the TRC in this row.</p> <p>The Select All link lets you select all of the listed time records for this employee.</p> <p>The Adjust Reported Time links allow you to open the Timesheet page where you can adjust the time reporter's reported time.</p> 
8.	<p>On the Timesheet page, you can adjust the reported time entries and can enter comments regarding the reported time.</p> <p>Note: <i>be very cautious when entering comments. They <u>cannot</u> be deleted!</i></p> <p>Click the Comments button.</p> 
9.	<p>Enter your comment in the <i>Comment</i> field.</p>

Quick Guide



10.	Click the <i>Save</i> button. 
11.	Click the <i>OK</i> button. 
12.	When finished on the Timesheet page, scroll down and click the Return to Approval Details link to return to the Approve Payable Time page. 
13.	On the Approve Payable Time page, to approve all time submitted by the employee. Click the Select All link. 
14.	Click the <i>Approve</i> button. 
15.	Click the <i>OK</i> button. 
16.	On the Save Confirmation page, click the <i>OK</i> button. 
17.	To approve time for another employee, click the <i>Next Employee</i> button. 
18.	When finished approving and/or adjusting time for this employee click the Return to Approval Summary page. 
19.	End of Procedure.

Section

