

Approving Reported Time

Navigation: Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time

Enter the search criteria most useful and click 'Get Employees' the employee/s will populate in a list below.

Search criteria: Time Reporter Group, Employee ID, Last Name or a combination

Approve Reported Time

Timesheet Summary

Employee Selection Criteria

Employee Selection Criteria ?

| Description | Value |
|---------------------|----------------------|
| Time Reporter Group | <input type="text"/> |
| Empl ID | <input type="text"/> |
| Empl Record | <input type="text"/> |
| Last Name | <input type="text"/> |
| Department | <input type="text"/> |

Clear Selection Criteria
Save Selection Criteria
Get Employees

*Default dates: most recent pay period needing to be approved

View By: All Time After

Date: 05/03/2014

Approving employees reported time: Click name hyperlink of the employee, this will bring you to the approval timesheet for review and approval.

*View By: Week

*Date: 05/05/2014

Reported Hours: 25.00 [Previous Week](#) [Next Week](#)

Scheduled Hours: 0.00 [Previous Employee](#) [Next Employee](#)

From Monday 05/05/2014 to Sunday 05/11/2014

| Mon 5/5 | Tue 5/6 | Wed 5/7 | Thu 5/8 | Fri 5/9 | Sat 5/10 | Sun 5/11 | Total Hours | Time Reporting Code |
|------------|------------|------------|------------|------------|-------------|-------------|----------------|---------------------|
| 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | | | 25.00 | Hours Worked - WORK |

Timesheet Change Notification

Reported Time Status

| Select | Date | Reported Status | Total | TRC | Description | Comments |
|--------------------------|------------|-----------------|-------|------|--------------|----------|
| <input type="checkbox"/> | 05/05/2014 | Needs Approval | 5.00 | WORK | Hours Worked | |
| <input type="checkbox"/> | 05/06/2014 | Needs Approval | 5.00 | WORK | Hours Worked | |
| <input type="checkbox"/> | 05/07/2014 | Needs Approval | 5.00 | WORK | Hours Worked | |
| <input type="checkbox"/> | 05/08/2014 | Needs Approval | 5.00 | WORK | Hours Worked | |
| <input type="checkbox"/> | 05/09/2014 | Needs Approval | 5.00 | WORK | Hours Worked | |

Select All
Deselect All
Approve

Use check boxes to highlight hours that are correct for approval, use 'Approve' button to commit the approval on selected hours.

| SELECT | DATE | REPORTED STATUS | HOURS | TYPE | DESCRIPTION |
|-------------------------------------|------------|-----------------|-------|------|--------------|
| <input checked="" type="checkbox"/> | 05/05/2014 | Needs Approval | 5.00 | WORK | Hours Worked |
| <input type="checkbox"/> | 05/06/2014 | Approved | 5.00 | WORK | Hours Worked |
| <input type="checkbox"/> | 05/07/2014 | Approved | 5.00 | WORK | Hours Worked |
| <input type="checkbox"/> | 05/08/2014 | Approved | 5.00 | WORK | Hours Worked |
| <input type="checkbox"/> | 05/09/2014 | Approved | 5.00 | WORK | Hours Worked |
| <input type="checkbox"/> | 05/12/2014 | Approved | 5.00 | WORK | Hours Worked |
| <input type="checkbox"/> | 05/13/2014 | Approved | 5.00 | WORK | Hours Worked |
| <input type="checkbox"/> | 05/14/2014 | Approved | 5.00 | WORK | Hours Worked |
| <input checked="" type="checkbox"/> | 05/15/2014 | Needs Approval | 5.00 | WORK | Hours Worked |
| <input checked="" type="checkbox"/> | 05/16/2014 | Needs Approval | 5.00 | WORK | Hours Worked |

[Select All](#) [Deselect All](#)

Hours that 'Need Approval' will have check boxes open for selection. Once the hours have been approved the check boxes will not be available. (All reported hours must be selected and approved each pay period) If hours have been reported incorrectly, contact the employee or delegate so updates can be made. Should you choose to make the changes yourself use instructions for 'Creating or Changing Reported Time as a Supervisor or Approver'.

*To search for other time needing approval from prior pay periods

Date can be updated to All Time Before and the current date.

View By:

Date:  