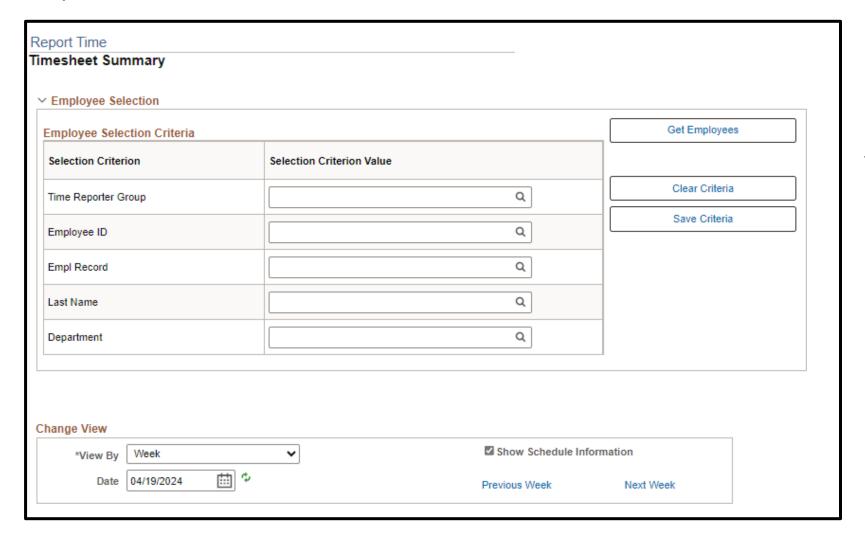
Approving Reported Time

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



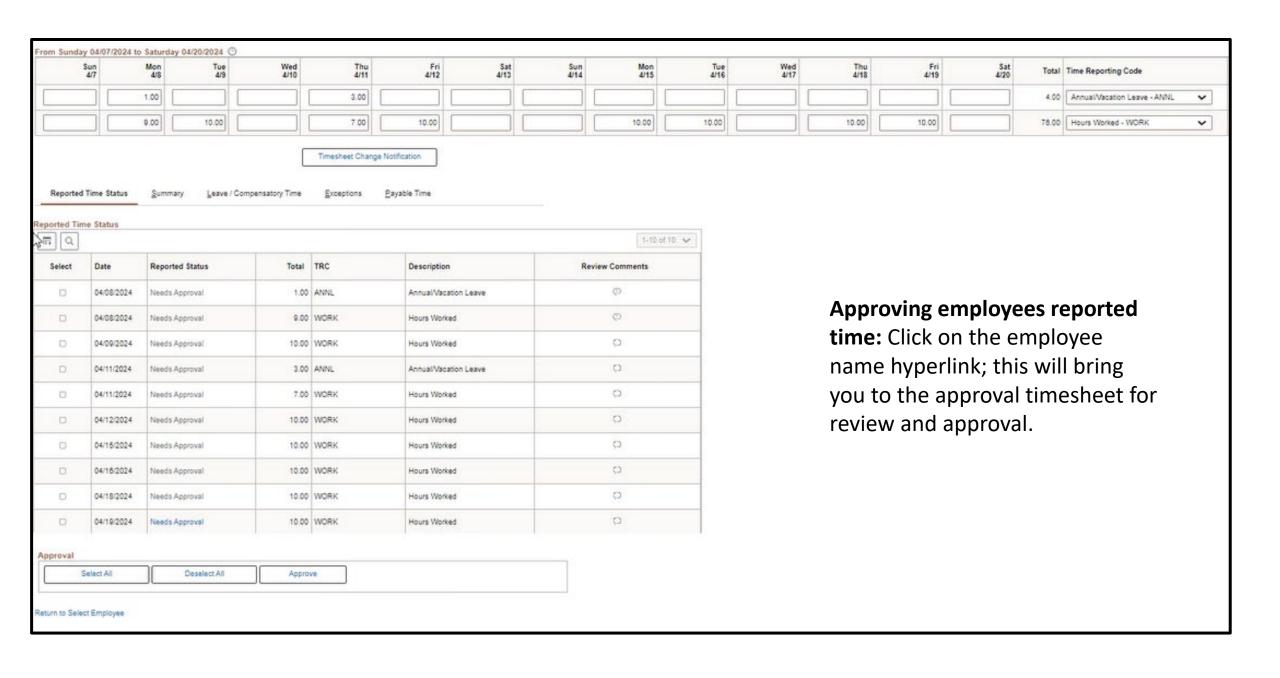
Enter the search criteria most useful and click 'Get Employees;' the employee/s will populate in a list below the search fields.

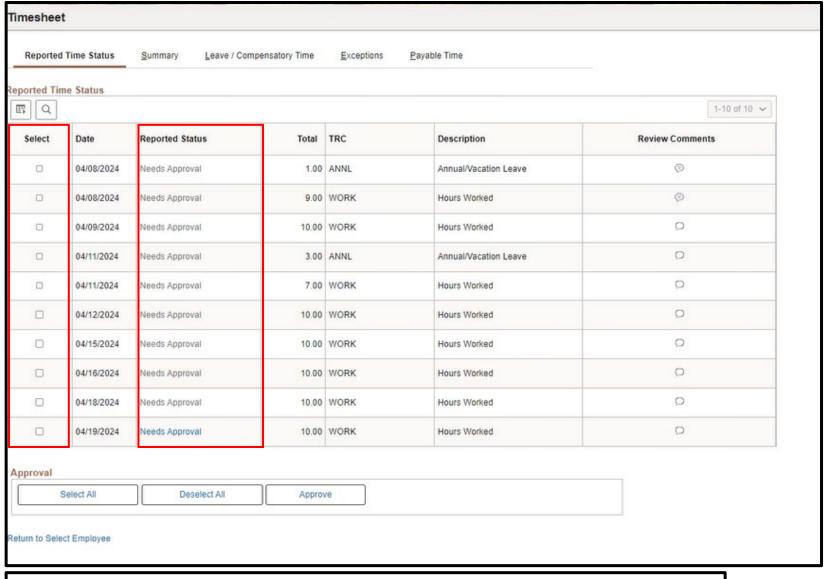
Search criteria: Time Reporter Group, Employee ID, Last Name or a combination.

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

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

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





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

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