

# Approving Reported Time

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

Report Time

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**Timesheet Summary**

Employee Selection

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
Department	<input type="text"/>

Get Employees



Clear Criteria

Save Criteria

Change View

\*View By:

Show Schedule Information

Date:   

[Previous Week](#) [Next Week](#)

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.

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

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

From Sunday 04/07/2024 to Saturday 04/20/2024

Sun 4/7	Mon 4/8	Tue 4/9	Wed 4/10	Thu 4/11	Fri 4/12	Sat 4/13	Sun 4/14	Mon 4/15	Tue 4/16	Wed 4/17	Thu 4/18	Fri 4/19	Sat 4/20	Total	Time Reporting Code
	1.00			3.00										4.00	Annual/Vacation Leave - ANNL
	9.00	10.00		7.00	10.00			10.00	10.00		10.00	10.00		76.00	Hours Worked - WORK

Timesheet Change Notification

Reported Time Status Summary Leave / Compensatory Time Exceptions Payable Time

Reported Time Status

Select	Date	Reported Status	Total	TRC	Description	Review Comments
<input type="checkbox"/>	04/08/2024	Needs Approval	1.00	ANNL	Annual/Vacation Leave	
<input type="checkbox"/>	04/08/2024	Needs Approval	9.00	WORK	Hours Worked	
<input type="checkbox"/>	04/09/2024	Needs Approval	10.00	WORK	Hours Worked	
<input type="checkbox"/>	04/11/2024	Needs Approval	3.00	ANNL	Annual/Vacation Leave	
<input type="checkbox"/>	04/11/2024	Needs Approval	7.00	WORK	Hours Worked	
<input type="checkbox"/>	04/12/2024	Needs Approval	10.00	WORK	Hours Worked	
<input type="checkbox"/>	04/16/2024	Needs Approval	10.00	WORK	Hours Worked	
<input type="checkbox"/>	04/16/2024	Needs Approval	10.00	WORK	Hours Worked	
<input type="checkbox"/>	04/18/2024	Needs Approval	10.00	WORK	Hours Worked	
<input type="checkbox"/>	04/18/2024	Needs Approval	10.00	WORK	Hours Worked	

Approval

[Return to Select Employee](#)

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

**Timesheet**

Reported Time Status   Summary   Leave / Compensatory Time   Exceptions   Payable Time

Reported Time Status

1-10 of 10

Select	Date	Reported Status	Total	TRC	Description	Review Comments
<input type="checkbox"/>	04/08/2024	Needs Approval	1.00	ANNL	Annual/Vacation Leave	
<input type="checkbox"/>	04/08/2024	Needs Approval	9.00	WORK	Hours Worked	
<input type="checkbox"/>	04/09/2024	Needs Approval	10.00	WORK	Hours Worked	
<input type="checkbox"/>	04/11/2024	Needs Approval	3.00	ANNL	Annual/Vacation Leave	
<input type="checkbox"/>	04/11/2024	Needs Approval	7.00	WORK	Hours Worked	
<input type="checkbox"/>	04/12/2024	Needs Approval	10.00	WORK	Hours Worked	
<input type="checkbox"/>	04/15/2024	Needs Approval	10.00	WORK	Hours Worked	
<input type="checkbox"/>	04/16/2024	Needs Approval	10.00	WORK	Hours Worked	
<input type="checkbox"/>	04/18/2024	Needs Approval	10.00	WORK	Hours Worked	
<input type="checkbox"/>	04/19/2024	Needs Approval	10.00	WORK	Hours Worked	

Approval

Select All   Deselect All   Approve

[Return to Select Employee](#)

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'.

**Change View**

\*View By All Time After

Show Schedule Information

Date 03/09/2024

Previous Week   Next Week

\*To search for other time needing approval from prior pay periods, the Date can be updated to All Time Before and the current date.