HR Direct – MANAGER TIME APPROVAL
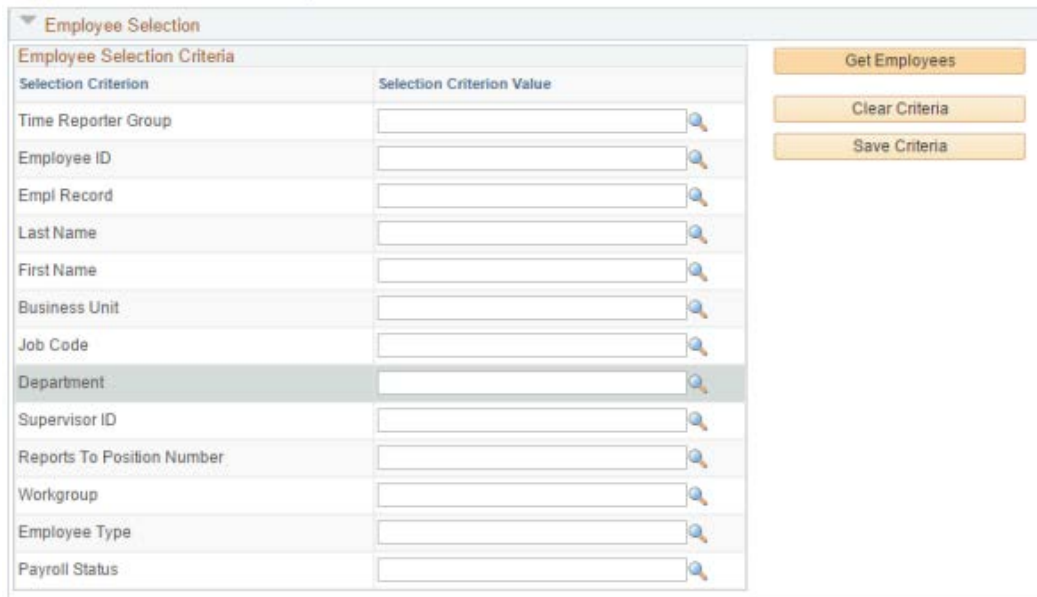
1.   Navigate to Manager Self Service/Time Management/Approve Time and Exceptions/Payable Time

2.

Approve Payable Time
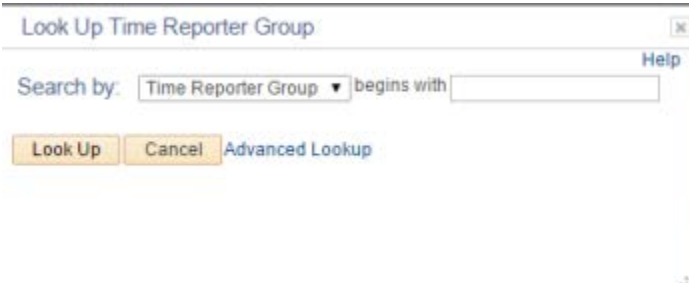
Approve Time for Time Reporters

▼ Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value	
Time Reporter Group		🔍
Employee ID		🔍
Empl Record		🔍
Last Name		🔍
First Name		🔍
Business Unit		🔍
Job Code		🔍
Department		🔍
Supervisor ID		🔍
Reports To Position Number		🔍
Workgroup		🔍
Employee Type		🔍
Payroll Status		🔍

Get Employees

Clear Criteria

Save Criteria
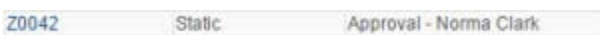
3.   Click on the Search icon for the Time Reporter Group

Time Reporter Group		🔍

4.

Look Up Time Reporter Group   ✕

Help

Search by: Time Reporter Group ▼ begins with [   ]

Look Up   Cancel   Advanced Lookup

5.   Click on Look Up.

6.   Z0042   Static   Approval - Norma Clark
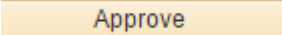
7.   Click on your Zgroup value – it will start with Zxxxx and the description will include Approval – *your name*

Note: *Do not save this value as it may change on a regular basis*

8. Click on Get Employees

9.

Employees For Norma Clark										
Time Summary	Demographics									Personalize	Find	View All	First 1-2 of 2 Last
Select	Last Name	First Name	Employee ID	Empl Record	Total Payable Hours	Base Hours	Time Off	Additional Reported Time	Shift & Differentials	Paid as Units
☐	Doe	David		0	8.250	8.250	0.000	0.000	0.000	0.000
☐	Clooney	Amal		2	4.250	4.250	0.000	0.000	0.000	0.000

10. Review Summary of Time Submitted. If you agree with the totals, click Select All , then Approve .

11. If you want to review details of the time entered day by day click onto the name and the detail page will open.

12.

Approval Details							
Overview	Time Reporting Elements	Cost	Task Reporting Elements			Personalize	Find	View All	First 1-3 of 3 Last	
Select	Date	Time Reporting Code	Status	Quantity	Type	Adjust Reported Time	Comments
☐	10/14/2014	STYWS	Needs Approval	2.000 Hours		Adjust Reported Time	💬
☐	10/15/2014	STYWS	Needs Approval	2.750 Hours		Adjust Reported Time	💬
☐	10/17/2014	STYWS	Needs Approval	3.500 Hours		Adjust Reported Time	💬

Select All   Deselect All

Approve

Return to Approval Summary

Note: *If time has been changed after a prior Approval, you will see the adjustments as negative and the new entry row as a positive.*

Approval Details							
Overview	Time Reporting Elements	Cost	Task Reporting Elements			Personalize	Find	View All	First 1-4 of 4 Last	
Select	Date	Time Reporting Code	Status	Quantity	Type	Adjust Reported Time	Comments
☐	10/16/2014	REG	Needs Approval	-7.500 Hours		Adjust Reported Time	💬
☐	10/16/2014	VAC	Needs Approval	7.500 Hours		Adjust Reported Time	💬
☐	10/17/2014	REG	Needs Approval	-7.500 Hours		Adjust Reported Time	💬
☐	10/17/2014	VAC	Needs Approval	7.500 Hours		Adjust Reported Time	💬

13. You can select and approve individual rows or click on Select All and approve all rows or click Return to Approval Summary without approving any rows.

Note: *If you have direct reports that also are supervisor, you may use their Z Group as search criteria to approve their employees if needed.*