

















### Approving Payable Time

You can view and approve payable time on the Approve Payable Time page. The Approve Payable Time page displays all time reporters you have access to approve and who have time with a Payable Status of Needs Approval.

#### Procedure

Step	Action
1.	<p>Navigate to <b>Approve Time and Exceptions</b> and click the <b>Payable Time</b> link.</p> 

Step	Action														
2.	<p>Use the <b>Employee Selection Criteria</b> section of the <b>Approve Payable Time</b> page to select a group of employees, or an individual employee, for time approval.</p> <p>Use the spyglass  next to the the <b>Group ID</b> field (NOTE: You should see a Z code with your name)</p> <p><a href="#">Z0010</a>    Static                      Approval - Richard Conley</p> <p><a href="#">Approve Payable Time</a></p> <p><b>Approve Time for Time Reporters</b></p> <table border="1" data-bbox="329 659 1252 932"> <thead> <tr> <th colspan="2">Employee Selection Criteria</th> </tr> <tr> <th>Description</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Group ID</td> <td>Z0010 </td> </tr> <tr> <td>EmplID</td> <td><input type="text"/> </td> </tr> <tr> <td>Empl Rcd Nbr</td> <td><input type="text"/> </td> </tr> <tr> <td>Last Name</td> <td><input type="text"/> </td> </tr> <tr> <td>First Name</td> <td><input type="text"/> </td> </tr> </tbody> </table>	Employee Selection Criteria		Description	Value	Group ID	Z0010 	EmplID	<input type="text"/> 	Empl Rcd Nbr	<input type="text"/> 	Last Name	<input type="text"/> 	First Name	<input type="text"/> 
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EmplID	<input type="text"/> 														
Empl Rcd Nbr	<input type="text"/> 														
Last Name	<input type="text"/> 														
First Name	<input type="text"/> 														
3.	<p>Click <input type="button" value="Get Employees"/></p>														



4. The employees reporting to you and whom you need to approve should appear at the bottom of the page.

Employees For Richard Conley

Select	Name	Employee ID	Empl Rcd Nbr	Time Reporting Code	TRC Quantity	Job	Depart
<input type="checkbox"/>	<a href="#">Doreen Bray</a>	46045576	0	REG	45.000000	914558	L22011
				HCTES	7.500000		
				HOL	7.500000		
				SIC	7.500000		
<input type="checkbox"/>	<a href="#">Norma Clark</a>		0	REG	47.000000	91454T	L22011
				FSK	1.000000		
				PER	12.000000		
				VAC	7.500000		
<input type="checkbox"/>	<a href="#">David Mann</a>		0	REG	67.500000	90481	L22011
				HOL	7.500000		

**OPTION:** You have the ability to approve time for all employees from this page by choosing



Alternatively, you can continue to review and approve each person individually as described in the next few steps.


Click an entry in the **Name** column.

[Norma Clark](#)

You will see all time that has been submitted which needs approval – this will primarily be current pay period, but could include adjustments to previously approved time. All changes to employee time (even if done by the manager) must also be approved by the manager



Step	Action																																																																																				
5.	<p>The <b>Approve Payable Time</b> page displays payable time for the employee.</p> <p><b>Approve Payable Time</b></p> <p>Norma Clark Employee ID: <del>10001021</del></p> <p>Job Title: Staff Assistant II (37-101) Employee Record Number: 0</p> <p><a href="#">&lt;&lt; Previous Employee</a> <a href="#">Next Employee &gt;&gt;</a></p> <hr/> <p>Select the time you wish to approve and then click the Approve button.</p> <p>Start Date: <input type="text"/> End Date: <input type="text"/></p> <p><b>Approval Details</b> <a href="#">Customize</a>   <a href="#">Find</a>   <a href="#">View All</a>   <a href="#">First</a>   <a href="#">1-11 of 11</a>   <a href="#">Last</a></p> <p><a href="#">Overview</a>   <a href="#">Time Reporting Elements</a>   <a href="#">Task Reporting Elements</a>   <a href="#">Chartfields</a>   <a href="#">Filter</a></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Date</th> <th>Time Reporting Code</th> <th>Quantity</th> <th>Type</th> <th>Adjust Reported Time</th> <th>Comments</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>06/08/2009</td><td>REG</td><td>7.500000</td><td>Hours</td><td><a href="#">Adjust Reported Time</a></td><td></td></tr> <tr><td><input type="checkbox"/></td><td>06/09/2009</td><td>REG</td><td>7.500000</td><td>Hours</td><td><a href="#">Adjust Reported Time</a></td><td></td></tr> <tr><td><input type="checkbox"/></td><td>06/10/2009</td><td>REG</td><td>7.500000</td><td>Hours</td><td><a href="#">Adjust Reported Time</a></td><td></td></tr> <tr><td><input type="checkbox"/></td><td>06/11/2009</td><td>PER</td><td>4.500000</td><td>Hours</td><td><a href="#">Adjust Reported Time</a></td><td></td></tr> <tr><td><input type="checkbox"/></td><td>06/11/2009</td><td>REG</td><td>3.000000</td><td>Hours</td><td><a href="#">Adjust Reported Time</a></td><td></td></tr> <tr><td><input type="checkbox"/></td><td>06/12/2009</td><td>PER</td><td>7.500000</td><td>Hours</td><td><a href="#">Adjust Reported Time</a></td><td></td></tr> <tr><td><input type="checkbox"/></td><td>06/15/2009</td><td>REG</td><td>7.500000</td><td>Hours</td><td><a href="#">Adjust Reported Time</a></td><td></td></tr> <tr><td><input type="checkbox"/></td><td>06/16/2009</td><td>FSK</td><td>1.000000</td><td>Hours</td><td><a href="#">Adjust Reported Time</a></td><td></td></tr> <tr><td><input type="checkbox"/></td><td>06/16/2009</td><td>REG</td><td>6.500000</td><td>Hours</td><td><a href="#">Adjust Reported Time</a></td><td></td></tr> <tr><td><input type="checkbox"/></td><td>06/18/2009</td><td>REG</td><td>7.500000</td><td>Hours</td><td><a href="#">Adjust Reported Time</a></td><td></td></tr> <tr><td><input type="checkbox"/></td><td>06/19/2009</td><td>VAC</td><td>7.500000</td><td>Hours</td><td><a href="#">Adjust Reported Time</a></td><td></td></tr> </tbody> </table> <p><input checked="" type="checkbox"/> <a href="#">Select All</a> <input type="checkbox"/> <a href="#">Clear All</a></p> <p><input type="button" value="Approve"/></p> <p><b>Feature:</b> There is a 'Comments' callout to record notes. Both you and the employee can add information here. The callout will change and look like  if there is any entry. Click on the callout to read the details or enter new comments.</p>	Select	Date	Time Reporting Code	Quantity	Type	Adjust Reported Time	Comments	<input type="checkbox"/>	06/08/2009	REG	7.500000	Hours	<a href="#">Adjust Reported Time</a>		<input type="checkbox"/>	06/09/2009	REG	7.500000	Hours	<a href="#">Adjust Reported Time</a>		<input type="checkbox"/>	06/10/2009	REG	7.500000	Hours	<a href="#">Adjust Reported Time</a>		<input type="checkbox"/>	06/11/2009	PER	4.500000	Hours	<a href="#">Adjust Reported Time</a>		<input type="checkbox"/>	06/11/2009	REG	3.000000	Hours	<a href="#">Adjust Reported Time</a>		<input type="checkbox"/>	06/12/2009	PER	7.500000	Hours	<a href="#">Adjust Reported Time</a>		<input type="checkbox"/>	06/15/2009	REG	7.500000	Hours	<a href="#">Adjust Reported Time</a>		<input type="checkbox"/>	06/16/2009	FSK	1.000000	Hours	<a href="#">Adjust Reported Time</a>		<input type="checkbox"/>	06/16/2009	REG	6.500000	Hours	<a href="#">Adjust Reported Time</a>		<input type="checkbox"/>	06/18/2009	REG	7.500000	Hours	<a href="#">Adjust Reported Time</a>		<input type="checkbox"/>	06/19/2009	VAC	7.500000	Hours	<a href="#">Adjust Reported Time</a>	
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Step	Action
8.	<div data-bbox="358 373 1073 596" style="border: 1px solid red; padding: 5px;"> <p>Are you sure you want to approve the time selected? (13504,2500)</p> <p>Once the page is saved, the time cannot be "Unapproved" Press OK to Approve or press Cancel to not save the approval.</p> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div> <p>Click the <b>OK</b> button.</p> <p style="text-align: center;"><input type="button" value="OK"/></p>
9.	<div data-bbox="358 672 1040 940" style="border: 1px solid red; padding: 5px;"> <p><b>Save Confirmation</b></p> <p> The Save was successful.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <p>Click the <b>OK</b> button.</p> <p style="text-align: center;"><input type="button" value="OK"/></p>
10.	<p>Congratulations! You have successfully approved payable time for a time reporter. <b>End of Procedure.</b></p>