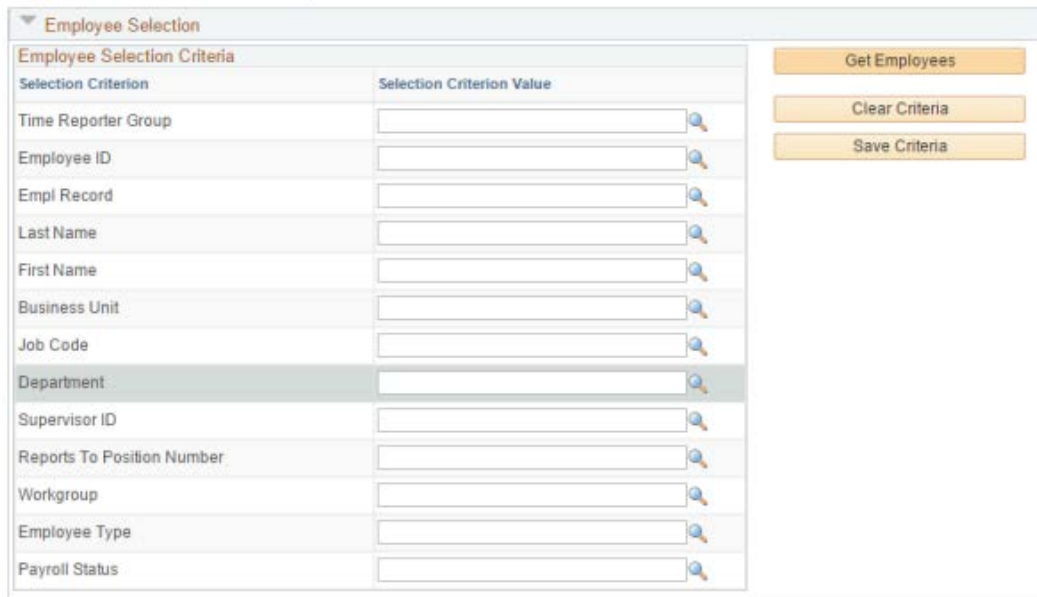


HR Direct – MANAGER TIME APPROVAL

1. Navigate to Manager Self Service/Time Management/Approve Time and Exceptions/Payable Time

2. [Approve Payable Time](#)
[Approve Time for Time Reporters](#)



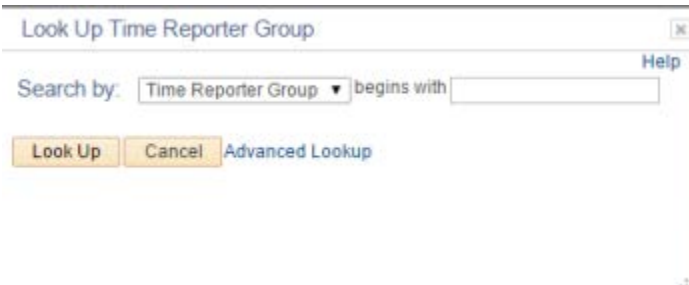
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>
Workgroup	<input type="text"/>
Employee Type	<input type="text"/>
Payroll Status	<input type="text"/>

Buttons: Get Employees, Clear Criteria, Save Criteria

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



Time Reporter Group 

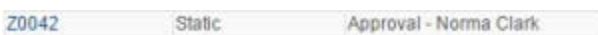
4. 

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

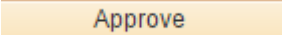
7. Click on your Zgroup value – it will start with Zxxxx and the description will include Approval – *your name*

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

8. Click on 

9. 

Select	Last Name	First Name	Employee ID	Empl Record	Total Payable Hours	Base Hours	Time Off	Additional Reported Time	Shift & Differentials	Paid as Units
<input type="checkbox"/>	Doe	David		0	8.250	8.250	0.000	0.000	0.000	0.000
<input type="checkbox"/>	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 

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. 

Select	Date	Time Reporting Code	Status	Quantity	Type	Adjust Reported Time	Comments
<input type="checkbox"/>	10/14/2014	STYWS	Needs Approval	2.000 Hours		Adjust Reported Time	
<input type="checkbox"/>	10/15/2014	STYWS	Needs Approval	2.750 Hours		Adjust Reported Time	
<input type="checkbox"/>	10/17/2014	STYWS	Needs Approval	3.500 Hours		Adjust Reported Time	

Select All Deselect All



[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.*



Select	Date	Time Reporting Code	Status	Quantity	Type	Adjust Reported Time	Comments
<input type="checkbox"/>	10/16/2014	REG	Needs Approval	-7.500 Hours		Adjust Reported Time	
<input type="checkbox"/>	10/16/2014	VAC	Needs Approval	7.500 Hours		Adjust Reported Time	
<input type="checkbox"/>	10/17/2014	REG	Needs Approval	-7.500 Hours		Adjust Reported Time	
<input type="checkbox"/>	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.*