Review and Approve Payable Time

From the Manager Self Service Homepage, select Approvals.

The page will default to All.

1. You will only see the names of employees who report to you or are delegated to you.
2. The page will default to all employees with no date range with one row per week/employee.
3. You may set a filter to narrow results by Requester, From or Date Period by clicking the box, selecting an option from the dropdown and clicking Filter.
4. To review details and approve, click anywhere in the desired row.

<table>
<thead>
<tr>
<th>Payable Time</th>
<th>Hours: 16</th>
<th>From 01/19/2021 - 01/20/2021</th>
<th>Routed 01/20/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>OT Hours: 0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Leave Hours: 0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. To review or adjust reported time, click anywhere on the appropriate row.

<table>
<thead>
<tr>
<th>Select</th>
<th>Report Date</th>
<th>Status</th>
<th>Quantity</th>
<th>Reporting Elements</th>
<th>User Field 3</th>
<th>User Field 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>01/19/21</td>
<td>Needs Approval</td>
<td>8 Hours</td>
<td>TRC: REGLR - Regular Hours Worked</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>01/20/21</td>
<td>Needs Approval</td>
<td>8 Hours</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Click on Timesheet (Refer to the Manager Self Service Job Aid: Adjusting Reported Time / Entering Time on Behalf of Others – Punch Time / Elapsed Time Job Aids for more information).
7. When payable time is ready for approval, select the checkboxes in the **Select** column.

8. Click **Approve**.

![Approve screenshot](image)

**NOTE**: If negative hours are shown, either hours were removed or changed on a timesheet after previously being approved.

9. Click **Submit**.

![Submit screenshot](image)

10. A message will appear indicating you have approved the request. Click on **Pending Approvals** to return to the **Approvals** page.

![Pending Approvals screenshot](image)

**Additional Resources**

If you have further questions about any of the topics presented in this Job Aid, additional resources are available on the [MSS Job Aids](#) page.