

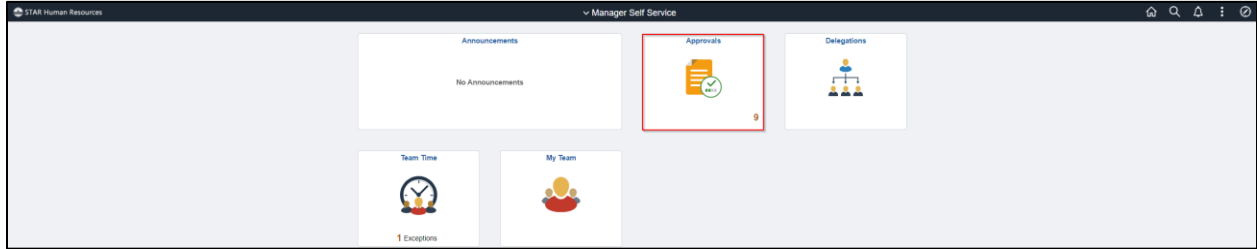


Manager Self Service Job Aid: Reviewing and Approving Payable Time

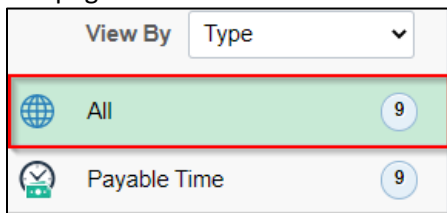


Review and Approve Payable Time

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.



All 10 rows			
Payable Time	Hours: 16 OT Hours: 0 Leave Hours: 0	01/19/2021 - 01/20/2021	Routed 01/20/2021 >
Payable Time	Hours: 24 OT Hours: 0 Leave Hours: 0	01/19/2021 - 01/21/2021	Routed 01/21/2021 >
Payable Time	Hours: 17 OT Hours: 0 Leave Hours: 0	01/19/2021 - 01/20/2021	Routed 01/21/2021 >
Payable Time	Hours: 8 OT Hours: 0 Leave Hours: 0	02/01/2021 - 02/01/2021	Routed 02/11/2021 >



Cancel
Filters
Filter

Type Payable Time ▼

Requester ▼

From ▼

Date Period Last Week ▼

Reset

4. To review details and approve, click anywhere in the desired row.

All				10 rows
Payable Time	Hours: 16	01/19/2021 - 01/20/2021	Routed	01/20/2021 >
	OT Hours: 0			
	Leave Hours: 0			
Payable Time	Hours: 24	01/19/2021 - 01/21/2021	Routed	01/21/2021 >
	OT Hours: 0			
	Leave Hours: 0			
Payable Time	Hours: 17	01/19/2021 - 01/20/2021	Routed	01/21/2021 >
	OT Hours: 0			
	Leave Hours: 0			
Payable Time	Hours: 8	02/01/2021 - 02/01/2021	Routed	02/11/2021 >
	OT Hours: 0			
	Leave Hours: 0			

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

Select	Report Date	Status	Quantity	Reporting Elements	User Field 3	User Field 5
<input type="checkbox"/>	01/19/21	Needs Approval	8 Hours	TRC: REGLR - Regular Hours Worked		>
<input type="checkbox"/>	01/20/21	Needs Approval	8 Hours	TRC: REGLR - Regular Hours Worked		>

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).

Summary

Quantity for Approval 8 Hours Timesheet

Time Period 01/19/2021 - 01/19/2021



7. When payable time is ready for approval, select the checkboxes in the **Select** column.
8. Click **Approve**.

ACCOUNTANT-SEN Approve

☰ 2 line(s) are pending your approval

Summary

Quantity for Approval 16 Hours
Time Period 01/19/2021 - 01/20/2021

▼ **Payable Time Details**

Pending All

2 rows

Select	Report Date	Status	Quantity	Reporting Elements	User Field 3	User Field 5
<input checked="" type="checkbox"/>	01/19/21	Needs Approval	8 Hours	TRC: REGLR - Regular Hours Worked		>
<input checked="" type="checkbox"/>	01/20/21	Needs Approval	8 Hours	TRC: REGLR - Regular Hours Worked		>

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

9. Click **Submit**.

Cancel **Approve** Submit

You are about to approve this request.

Approver Comments

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

< Pending Approvals
Pending Approvals

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You have approved the request. ×

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.