

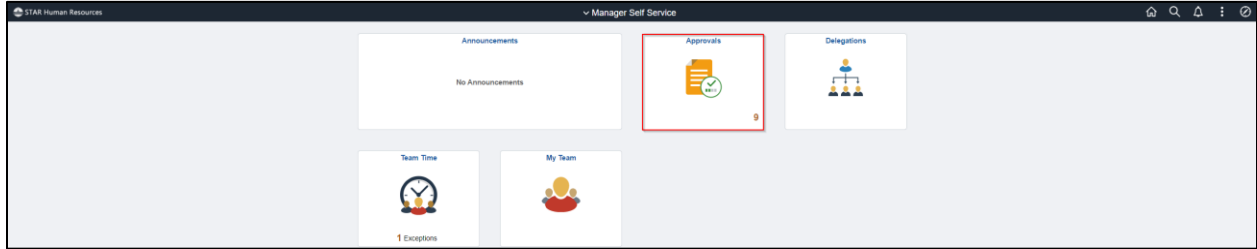


Manager Self Service Job Aid: Reviewing and Approving Payable Time



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.

				4 rows
Payable Time	Work Hours: 5.25		Routed	
	OT Hours: 0	04/29/2024 - 05/01/2024	05/01/2024	>
	Apprvd Leave Hrs: 0			
Payable Time	Work Hours: 21.5		Routed	
	OT Hours: 0	04/29/2024 - 05/01/2024	05/02/2024	>
	Apprvd Leave Hrs: 2.5			
Payable Time	Work Hours: 8		Routed	
	OT Hours: 0	05/02/2024 - 05/02/2024	05/02/2024	>
	Apprvd Leave Hrs: 10			
Payable Time	Work Hours: 36		Routed	
	OT Hours: 0	04/29/2024 - 05/01/2024	05/02/2024	>
	Apprvd Leave Hrs: 0			



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.

				4 rows
Payable Time	Work Hours: 5.25	Routed		
	OT Hours: 0	04/29/2024 - 05/01/2024	05/01/2024	>
	Apprvd Leave Hrs: 0			
Payable Time	Work Hours: 21.5	Routed		
	OT Hours: 0	04/29/2024 - 05/01/2024	05/02/2024	>
	Apprvd Leave Hrs: 2.5			
Payable Time	Work Hours: 8	Routed		
	OT Hours: 0	05/02/2024 - 05/02/2024	05/02/2024	>
	Apprvd Leave Hrs: 10			
Payable Time	Work Hours: 36	Routed		
	OT Hours: 0	04/29/2024 - 05/01/2024	05/02/2024	>
	Apprvd Leave Hrs: 0			

5. If your staff report time to tasks (e.g. Task Profiles, Combo Codes, User Field 5), click on **Reported Task and/or User Codes** to review details in the pop-up box.

Summary
Reported Task and/or User Codes
Timesheet

Quantity for 36 Hours Approval

Time Period 04/29/2024 - 05/01/2024

Payable Time Details

Pending All

Select Report Date

04/29/24

Reported Tasks and/or User Codes

3 rows

Time Reporting Code	Hours	Taskgroup	Task Profile ID
REGLR	12.00	TASKGROUP1	TASKPROF1
REGLR	12.00	TASKGROUP1	TASKPROF2
REGLR	12.00	TASKGROUP1	TASKPROF3

6 rows

6. To review or adjust reported time, 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
Reported Task and/or User Codes
Timesheet

Quantity for 36 Hours Approval

Time Period 04/29/2024 - 05/01/2024

Payable Time Details



7. When payable time is ready for approval, select the top checkbox to select all or each checkbox individually in the **Select** column.

Payable Time Details

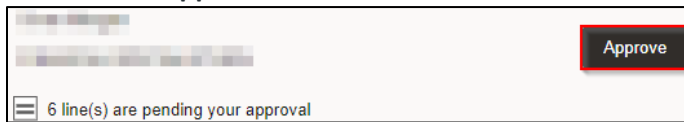
Pending All

6 rows

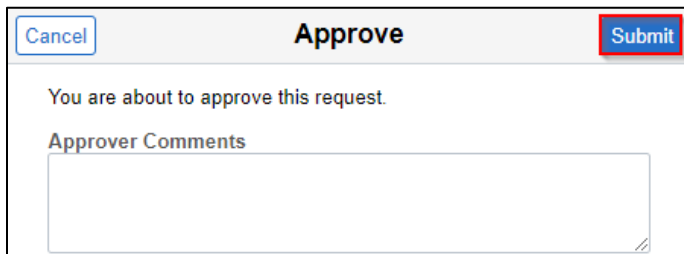
Select	Report Date	Status	Quantity	Reporting Elements
<input checked="" type="checkbox"/>	04/29/24	Needs Approval	12 Hours	TRC: REGLR - Regular Hours Worked >
<input checked="" type="checkbox"/>	04/29/24	Needs Approval	2 Units	TRC: NIGHT - Night Differential Hours Pa >
<input checked="" type="checkbox"/>	04/30/24	Needs Approval	12 Hours	TRC: REGLR - Regular Hours Worked >
<input checked="" type="checkbox"/>	04/30/24	Needs Approval	2 Units	TRC: NIGHT - Night Differential Hours Pa >
<input checked="" type="checkbox"/>	05/01/24	Needs Approval	12 Hours	TRC: REGLR - Regular Hours Worked >
<input checked="" type="checkbox"/>	05/01/24	Needs Approval	2 Units	TRC: NIGHT - Night Differential Hours Pa >

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

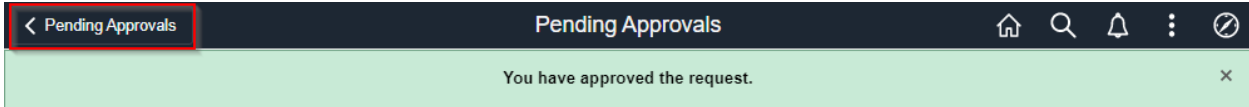
8. Click **Approve**.



9. Click **Submit**.



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



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.