



Manager Self Service Job Aid: Reviewing and Approving Payable Time

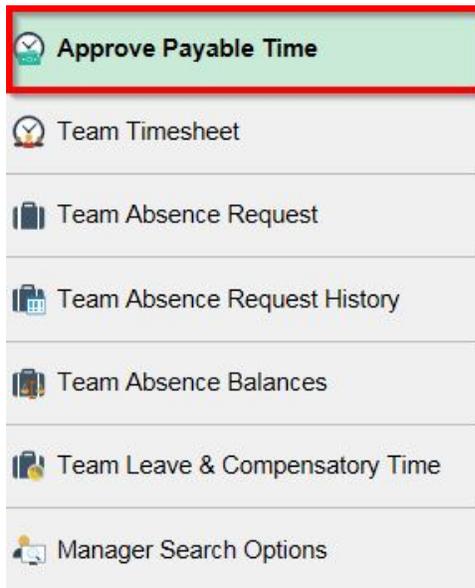


Review and Approve Payable Time

From the **Manager Self Service Homepage**, select **Team Time**.



Select **Approve Payable Time**



To view an employee's payable time:

1. Click **Get Employees** to view all of your employees with payable time pending approval
2. You will only see the names of employees who report to you
3. In the **Last Name** column, click on the last name of the employee for which you want to approve time



Approve Payable Time
Approve Time for Time Reporters

Employee Selection

Employee Selection Criteria		Get Employees
Selection Criterion	Selection Criterion Value	Clear Criteria
Time Reporter Group	<input type="text"/>	Save Criteria
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"/>	
Job Description	<input type="text"/>	
Department	<input type="text"/>	
Reports To Position Number	<input type="text"/>	
Location Code	<input type="text"/>	
Company	<input type="text"/>	
Position Number	<input type="text"/>	

Change Time in View

Start Date: 03/25/2019 End Date: 04/28/2019

Employees For []

Time Summary | Demographics

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Total Payable Hours	Overtime Hours	Absence Duration	Exempt Hours Worked Over FTE	Supplemental Pay	Regular Hours Worked
<input type="checkbox"/>	[]	[]	[]	0	PAYROLL BEN SPEC-ADV	40.00	0.00		40.00	0.00	40.00

To approve an employee’s payable time:

1. Identify the days you wish to approve for the applicable employee by selecting the checkboxes in the **Select** column.
2. Click **Approve**. (If you choose to deny any of the employee’s payable time, a notification email will be sent to the employee informing them that their time was not approved and further action is required in order for the time to be approved.)

Note:

- By default, the system will display a time range of one month prior to the current date through one week after the current date.
- If there are more than 5 days of payable time to be approved, click **View All** to display all payable time.
- To make adjustments to an employee’s reported time on a certain day; click **Adjust Reported Time** next to the appropriate day.

(For more on this task, please reference the **Manager Self Service Job Aid: Adjusting Reported Time / Entering Time on Behalf of Others – [Punch Time](#) / [Elapsed Time](#)** Job Aids.)



Approve Payable Time

PAYROLL BEN SPEC-ADV Employee ID Employment Record 0 Start Date 03/25/2019 End Date 04/28/2019

Approval Details table with columns: Select, Date, Time Reporting Code, Status, Quantity, Type, Accounting Date, Adjust Reported Time, Add Comments. Includes an Approve button at the bottom.

Click Yes.

Confirmation dialog box: Are you sure you want to approve the time selected? (13504.2500) Once Approved the status cannot be reverted back. Select Yes to confirm and complete the status change, No to return to the page without updating the status. Includes Yes and No buttons.

Click OK.

Save Confirmation message: The Save was successful. Includes an OK button.

Click Return to Approval Summary.

Approve Payable Time summary page showing 'No Leave Requests for this period' and a 'Return to Approval Summary' button.



Additional Resources

If you have further questions about any of the topics presented in this Job Aid, additional resources are available at https://dpm.wi.gov/Pages/Managers_and_Supervisors/HcmJobAids.aspx