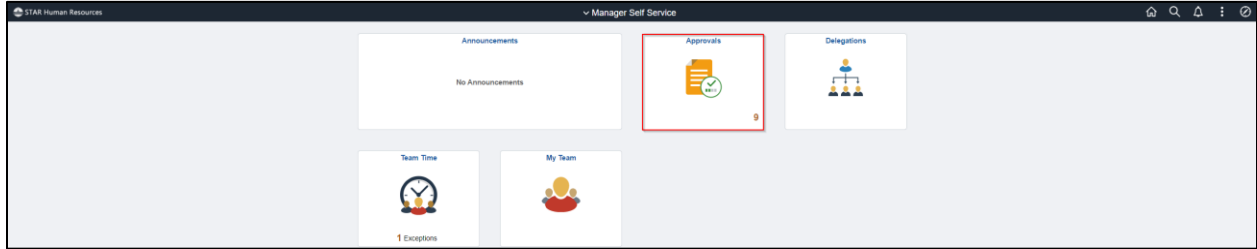# Manager Self Service Job Aid:

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.

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

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

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.

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).

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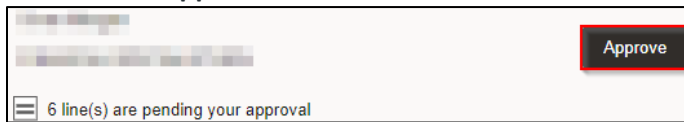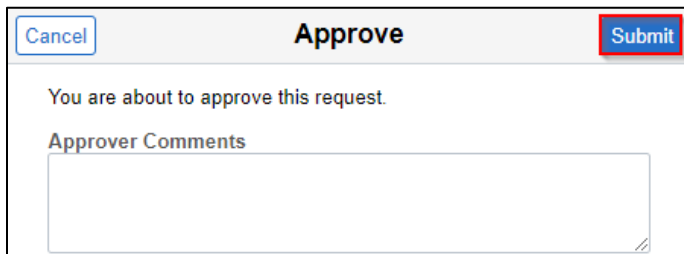

NOTE: If negative hours are shown, either hours were removed or changed on a timesheet after previously being approved.
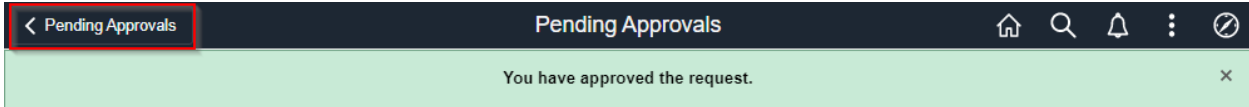
8. Click **Approve.**

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.

Revised 5-2-24