



# Payable Time

This guide outlines the process to approve payable time via Manager Self Service. This process should be done by the appropriate manager. Managers will be notified via an email when individuals are ready to be approved. This process will be available every day after 2:00 p.m.

Manger Self Service > Time Management > Approve Time and Exceptions > Payable Time

## Approve Payable Time

### Approve Time for Time Reporters

#### Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Position Number	<input type="text"/>

Get Employees

Start Date 03/03/2011 End Date 03/09/2011

No employees were returned for the time period specified.

1. Enter a Value in one of the searchable fields

NOTE: Easiest way to approve is by individual listed in the email received, using the EEMPLID.

2. Enter the dates of the Pay Period per the University Calendar or leave dates blank to allow all time periods awaiting approval to populate.

3. Click the Get Employees button

#### Employees For April Dunham-Filson

Select	Name	Employee ID	Empl Rcd Nbr	Job Description	Total Payable Hours	Department
<input type="checkbox"/>	Minnie Mouse	000025896	1 1870	Student Assistant	83.500000	34109
<input type="checkbox"/>	Betty White	001895465	2 1150	Instructional Studnt Asst	2.700000	52301
<input type="checkbox"/>	Brad Pitt	002061618	1 1800	Casual Worker	20.700000	52301
<input type="checkbox"/>	Shirley Temple	001482598	0 1150	Instructional Studnt Asst	2.700000	52301
<input type="checkbox"/>	Jodie Foster	002316223	1 1870	Student Assistant	40.500000	22099
<input type="checkbox"/>	Alex Trebec	001801228	0 1871	Stdnt Trng On-Cmps Wrk	40.000000	30024
<input type="checkbox"/>	Vanna White	001513694	2 1150	Instructional Studnt Asst	6.300000	52301
<input type="checkbox"/>	Tony Hawke	000345655	0 1870	Student Assistant	72.400000	33205


Select All Clear All

Approve

4. Select each individual that needs to be approved or click the Select All

5. Click the Approve button



<p>Are you sure you want to approve the time selected? (13504,2500)</p> <p>Once the page is saved, the time cannot be "Unapproved" Press OK to Approve or press Cancel to not save the approval.</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> <h2>Save Confirmation</h2> <p> The Save was successful.</p> <p><input type="button" value="OK"/></p>	<p>6. Click the OK button to finalize the approval</p>          <p>7. Click the OK button</p> <p>NOTE: Once an individual's hours have been approved, they will no longer be available to view.</p>
--	---