

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.

Manager 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 End Date

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"/> | Acosta, Maria Vanessa B | 000025896 | 1 1870 | Student Assistant | 83.500000 | 34109 |
| <input type="checkbox"/> | Adams, Andrew Edwin | 001895465 | 2 1150 | Instructional Support Asst | 2.700000 | 52301 |
| <input type="checkbox"/> | Adams, Chadwicke B | 002061618 | 1 1800 | Casual Worker | 20.700000 | 52301 |
| <input type="checkbox"/> | Agan, Talitha Spring | 001482598 | 0 1150 | Instructional Student Asst | 2.700000 | 52301 |
| <input type="checkbox"/> | Aghassi, Christopher Walter | 002315325 | 1 1870 | Student Assistant | 40.500000 | 22099 |
| <input type="checkbox"/> | Agullana, Shirley Fajardo | 001801228 | 0 1871 | Stdent Trnee, On-Cmps Wrk Stdy | 40.000000 | 30024 |
| <input type="checkbox"/> | Alkass, Nataschia | 001513694 | 2 1150 | Instructional Student Asst | 6.300000 | 52301 |
| <input type="checkbox"/> | Allison, Garret John | 002345655 | 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> |
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