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

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 EMPLID.

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

3. Click the Get Employees button

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

5. Click the Approve button
6. Click the OK button to finalize the approval.

7. Click the OK button.

NOTE: Once an individual's hours have been approved, they will no longer be available to view.