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 theEMPLID.

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

No employees were returned for the time period specified.

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

5. Click the Approve button
<table>
<thead>
<tr>
<th>Are you sure you want to approve the time selected? (13504,2500)</th>
<th>6. Click the OK button to finalize the approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once the page is saved, the time cannot be &quot;Unapproved&quot;</td>
<td></td>
</tr>
<tr>
<td>Press OK to Approve or press Cancel to not save the approval.</td>
<td></td>
</tr>
<tr>
<td>OK Cancel</td>
<td></td>
</tr>
</tbody>
</table>

### Save Confirmation

- The Save was successful.

- Click OK