Approve Payable Time

Step	Action
1.	Click the **Manager Self Service** link. ▷ Manager Self Service
2.	Click the **Time Management** link. Time Management
3.	Click the **Approve Time and Exceptions** link. Approve Time and Exceptions
4.	Click the **Payable Time** link. Payable Time
5.	You can search for employees in multiple ways. For more information, refer to the "*Timesheet Adjustments: Current, Previous & Future Pay Periods*" training material.
6.	**Important:** The Approve Payable Time Page will default to the current time period. Review the dates and change as needed. Enter the dates into the **Start Date:** and **End Date** fields or use the **Previous Time Period** or **Next Time Period** links. You can also clear both the date fields to see a list of all employees that need time approved.
7.	Select the **Previous Time Period** link. << Previous Time Period
8.	Click the **Refresh** or the **Get Employees** button. Refresh
9.	**Viewing the Detail of an Employee's Payable Hours before Approving** From the list of employees whose records need to be approved, click on an employee's **Name** link. This will show you the detail of the employee's hours, by date and type of hours. (REG, VAC, etc.)
10.	If all is correct, click **Select All** and then click **Approve**. Approve
11.	**Adjusting Time through the Approve Payable Time Page:** If you have an employee whose time needs to be adjusted, you can return to the time sheet by clicking on the employee's **Name.**

Step	Action
12.	Select the appropriate row and click **Adjust Reported Time.** Adjust Reported Time
13.	Edit the timesheet as needed. Click the **Submit** button. Submit
14.	Click the **OK** button. You will need to return to the **Approve Time and Exceptions** page after the Time Administration process has run to resubmit the new time. OK
15.	**Note:** If you make changes to the timesheet, you must wait for the next Time Administration process to complete its cycle before you can **Approve** the revised hours. Click the **Return to Select Employee** link, if you have more records to approve. Return to Select Employee
16.	**Approving Multiple Employee Records:** Multiple employees can be approved at once by clicking the **Select All** link.
17.	If necessary, you can deselect an employee by checking the appropriate line. You can also check the **Clear All** link to deselect all employees.
18.	Click the **Approve** button. Approve
19.	Every time you select the approve button you will see a message that indicates that you cannot unapprove the time once you complete this step. Please know that you can, however, go back to the timesheet using the Adjust Reported Time link. This will take you back to the employee's timesheet where you can make additional entries or edits to change the calculated time as appropriate. If you make any changes to the Timesheet you will need to approve the newly processed time. Please keep in mind that the new or changed hours will not show up for approval until a new Time Administration process finishes. Click the **OK** button. OK
20.	The **Save Confirmation** page will display to let you know that the Save was successful. Click the **OK** button. OK
21.	**End of Procedure.**