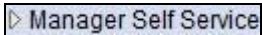

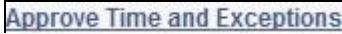


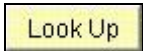


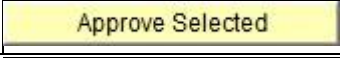
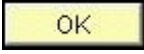





Approving Reported Time

Step	Action
1.	Click the Manager Self Service link. 
2.	Click the Time Management link. 
3.	Click the Approve Time and Exceptions link. 
4.	Click the Reported Time link. 
5.	<p>The Employee Selection Criteria will allow you to search for employees in multiple ways. See the following examples:</p> <ul style="list-style-type: none"> Enter the Group ID to retrieve all monthly employees. Enter the letter "M" in the Group ID to retrieve all monthly employees. Note: Group ID's that begin with "M" refer to monthly employees. Those that begin with "B" are for biweekly employees. Enter an employee's Empl ID. Search using Last Name and First Name fields. Note: If you are searching by name, you must enter the name in title case, i.e., John Doe. If the name is populated in lowercase you will not retrieve results. Enter an org number into the Department field. To retrieve all employees click the Get Employees button. Note: This search will populate both bi-weekly and monthly employees that are assigned to you.
6.	<p>Two Group ID's may be assigned to you for bi-weekly and monthly employees. If you are unsure of your Group ID, click the Look up button.</p> 
7.	<p>On the Look Up Value screen click the Look Up button.</p>  <p>Note: For security purposes, when changes are made to your group, you may be asked to provide your Group ID when submitting Help Desk requests. This is where you will find it.</p>
8.	Click the desired Group ID link.

Step	Action
9.	Criteria can be saved for a later search by selecting the Save Selection Criteria button. To return to the default search containing empty values select the Clear Selection Criteria button and then Save Selection Criteria . This will overwrite previously saved criteria.
10.	Once the desired search criteria has been entered, click the Get Employees button. 
11.	The name of anyone in your group who has unapproved hours will display. Select an employee's Name to launch their timesheet with hours that need approval.
12.	Review the hours that need approval. If you need to modify an entry on the timesheet, you can do so from this page and approve the changed hours immediately. If the hours to be approved are correct, click the Select box next to the day(s) or click Select All . 
13.	Click the Approve Selected button. 
14.	Click the OK button. 
15.	Click the OK button. 
16.	The timesheet displays the current month. You can view previous or future pay periods by clicking on the Previous Time Period or Next Time Period links. Note: TIMEaccess will allow you to edit two previous pay periods and one future pay period. If you have more than one employee that needs approval, you can use the Previous Employee or Next Employee links to toggle to the next record.
17.	You can also click the Return to Select Employee link to view the list of all your employees. 
18.	Click the Sign Out link to exit. 
19.	End of Procedure.

