Approving Reported 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 **Reported Time** link. Reported Time
5.	The **Employee Selection Criteria** will allow you to search for employees in multiple ways. See the following examples: • 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.	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.
7.	On the **Look Up Value** screen click the **Look Up** button. Look Up **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.
8.	Click the desired **Group ID** link.

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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. Get Employees
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**. Select All
13.	Click the **Approve Selected** button. Approve Selected
14.	Click the **OK** button. OK
15.	Click the **OK** button. OK
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. Return to Select Employee
18.	Click the **Sign Out** link to exit. Sign out
19.	**End of Procedure.**