Overview/Description

This process describes the steps necessary to approve Payable Time for a particular group or individual employee.

Processor is a central HR practitioner with the TL Admin role.

Instructions

Navigation

NavBar > Navigator > Time and Labor > Approve Time > Payable Time

1. Enter the appropriate criteria (Time Reporter Group, Employee ID, or Name) and click Get Employees.
2. If the proper pay period is not visible, populate the **Start Date** field by entering the pay period begin date and populate the **End Date** field to update the range of entries to review.

3. Click **Refresh**.

4. Select the desired employee from the list.
5. Validate the time entries and identify any rows for further review.

6. Select all rows of Payable Time needing approval. If all days need to be approved, click the Select All link.
7. Once desired days are checked, click **Approve**.

8. A message box will open that will require your attention. Click **Yes**.

9. Click **OK**.