



## Overview/Description

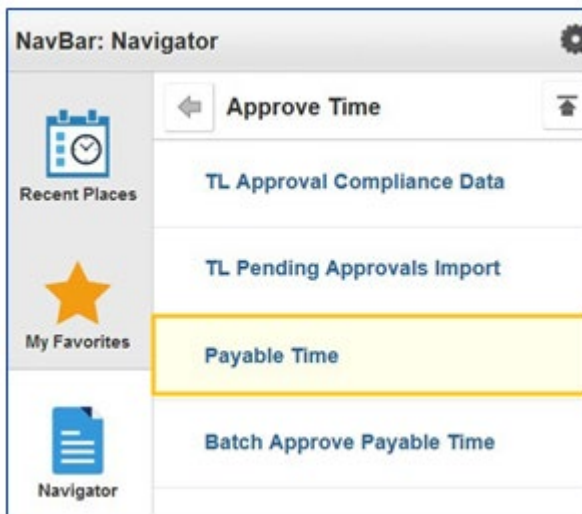
This process describes the steps necessary to approve Payable Time for a particular group or individual employee.

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**.

The screenshot shows the 'Timesheet' application window. At the top, it says 'Report Time' and 'Timesheet Summary'. Below this is the 'Employee Selection' section. It contains a table with two columns: 'Employee Selection Criteria' and 'Selection Criterion Value'. The table has several rows, each with a search icon to the right of the input field. The 'Last Name' row is highlighted with a yellow box. To the right of the table are three buttons: 'Get Employees' (highlighted with a yellow box), 'Clear Criteria', and 'Save Criteria'.

Employee Selection Criteria	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Company	<input type="text"/>
North American Pay Group	<input type="text"/>
Workgroup	<input type="text"/>



- 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.

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Time	Hours Worked
<input type="checkbox"/>				1	Academic Support Coord I	160.00	160.00
<input type="checkbox"/>				2	Registration Coord I	112.00	112.00

- Click **Refresh**.



- Select the desired employee from the list.



5. Validate the time entries and identify any rows for further review.

Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Adjust Reported Time	Add Comments
<input checked="" type="checkbox"/>	10/30/2019	00REG	Needs Approval	8.00	Hours	11/08/2019	Adjust Reported Time	
<input checked="" type="checkbox"/>	10/10/2019	00REG	Needs Approval	8.00	Hours	11/08/2019	Adjust Reported Time	
<input checked="" type="checkbox"/>	10/08/2019	00REG	Needs Approval	8.00	Hours	11/08/2019	Adjust Reported Time	
<input checked="" type="checkbox"/>	10/25/2019	00REG	Needs Approval	8.00	Hours	11/08/2019	Adjust Reported Time	
<input type="checkbox"/>	10/09/2019	00REG	Needs Approval	8.00	Hours	11/08/2019	Adjust Reported Time	
<input type="checkbox"/>	10/11/2019	00REG	Needs Approval	8.00	Hours	11/08/2019	Adjust Reported Time	
<input type="checkbox"/>	10/14/2019	00REG	Needs Approval	8.00	Hours	11/08/2019	Adjust Reported Time	
<input type="checkbox"/>	10/15/2019	00REG	Needs Approval	8.00	Hours	11/08/2019	Adjust Reported Time	
<input type="checkbox"/>	10/16/2019	00REG	Needs Approval	8.00	Hours	11/08/2019	Adjust Reported Time	
<input type="checkbox"/>	10/23/2019	00REG	Needs Approval	8.00	Hours	11/08/2019	Adjust Reported Time	

6. Select all rows of Payable Time needing approval. If all days need to be approved, click the **Select All** link.

<input type="checkbox"/>	10/23/2019	00REG	Needs Approval	8.00	Hours	11/08/2019	Adjust Reported Time	
<input type="checkbox"/>	10/17/2019	00REG	Needs Approval	8.00	Hours	11/08/2019	Adjust Reported Time	
<input type="checkbox"/>	10/22/2019	00REG	Needs Approval	8.00	Hours	11/08/2019	Adjust Reported Time	
<input type="checkbox"/>	10/21/2019	00REG	Needs Approval	8.00	Hours	11/08/2019	Adjust Reported Time	
<input type="checkbox"/>	10/29/2019	00REG	Needs Approval	8.00	Hours	11/08/2019	Adjust Reported Time	
<input type="checkbox"/>	10/24/2019	00REG	Needs Approval	8.00	Hours	11/08/2019	Adjust Reported Time	

[Select All](#)    [Deselect All](#)  
[Approve](#)  
[Return to Approval Summary](#)



7. Once desired days are checked, click **Approve**.

<input type="checkbox"/>	10/23/2019	00REG	Needs Approval	8.00 Hours	11/08/2019	Adjust Reported Time	
<input type="checkbox"/>	10/17/2019	00REG	Needs Approval	8.00 Hours	11/08/2019	Adjust Reported Time	
<input type="checkbox"/>	10/22/2019	00REG	Needs Approval	8.00 Hours	11/08/2019	Adjust Reported Time	
<input type="checkbox"/>	10/21/2019	00REG	Needs Approval	8.00 Hours	11/08/2019	Adjust Reported Time	
<input type="checkbox"/>	10/29/2019	00REG	Needs Approval	8.00 Hours	11/08/2019	Adjust Reported Time	
<input type="checkbox"/>	10/24/2019	00REG	Needs Approval	8.00 Hours	11/08/2019	Adjust Reported Time	

Select All      Deselect All

**Approve**

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

Message

Are you sure you want to approve the time selected? (13504,2500)

Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

**Yes**      **No**

9. Click **OK**.

Save Confirmation

The Save was successful.

**OK**