
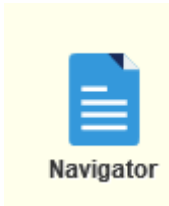

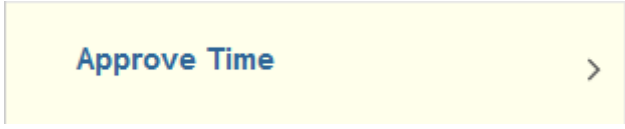

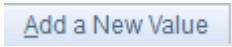
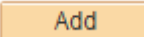

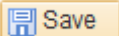
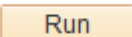




TL001.12: Batch Approve Reported Time

Step	Action
1.	Run the BOR_TL_REPORTED_TIME_NA_BWK and/or BOR_TL_REPORTED_TIME_NA_MTH queries prior to Batch Approving Reported Time. Query allows you to view Reported Time showing in Needs Approval (NA) status.
2.	Click NavBar 
3.	Click Navigator 
4.	Click Time and Labor 
5.	Click Approve Time 
6.	Click Batch Approve Reported Time 
7.	Click the Add a New Value tab. 



Step	Action
8.	Enter a unique name with no spaces in the Run Control ID field. Example: TL_BATCH_APPRV
9.	Click the Add button. 
10.	Select appropriate Pay Frequency radio button. Pay Frequency: <input type="radio"/> Biweekly <input checked="" type="radio"/> Monthly
11.	Enter or look up Thru Date , which is the current period end date *Thru Date: <input type="text"/> 
12.	Select Empl ID or Group ID needing batch approval of reported time
13.	Click the Save . 
14.	Click the Run button to begin processing batch approval of Reported Time The BOR_RPTD_APV (BATCH) process approves any TL Reported Time in 'NA' (Needs Approval) status through the date parameters indicated. Any TL Reported Time approved via BOR_RPTD_APV will update reported status to 'AP' (Approved) Note: The TL Compliance TABLE will be updated for Managers to Approve later. 
15.	Run the following queries to review batch approved Reported Time: 1. Re-run the BOR_TL_REPORTED_TIME_NA_BWK and/or BOR_TL_REPORTED_TIME_NA_MTH to view Reported Time still showing in NA (Needs Approval) status. 2. BOR_TL_REPORTED_TIME_BWK - Reported Time Query to view time to be processed in the current Bi-Weekly cycle for. 3. BOR_TL_REPORTED_TIME_MNTH – Reported Time Query to view time to be processed in the current Monthly cycle. End of Procedure.