** Quick Guide:**

**Approving PAYABLE TIME**

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| **Action** | **Information** |
| **IMPORTANT:** AT THIS TIME \*\*DO NOT APPROVE TIMESHEETS USING TILE\*\*1. Navigate to Approve Payable Time page
* Click the Navigator icon in the upper right corner to open the Menu.

Follow this navigation:**Menu > Manager Self Service > Time Management >Approve Time & Exceptions> Payable Time** |  |
| 1. Save as favorite
* Click the three dots next to the navigator
* Select “Add To Favorites”
* Use the “heart” button to open in the future
 |   |
| 1. Enter search criteria to find specific employees or leave blank to get all employees:
* Click “Get Employees” button
* Update Start and End Date to include appropriate date period
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| 1. Employees with time pending your approval will be listed
2. Click on the name of the employee to view and approve the time entries.
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| 1. Select the boxes of the transactions you want to approve
2. Click the “Approve” button
 |  |
| **DO NOT USE Deny or Push Back buttons**The Deny or Push Back does not remove the entry from the timesheet. The transaction will reappear as pending approval each time the employee enters a new transaction. | **Recommendation:** Counsel the employee to make the appropriate change or to delete the entry from the timesheet |
| 1. Click the “Return to Approval Summary” link to select the next employee
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