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|  | | **TIME AND LABOR  QUICK REFERENCE GUIDE FOR APPROVERS (Level One)** | |
| **STEP 1: Access Approve Reported Time:**   * Log in with your CMA User ID and Password * Select **Reported Time** from the Manager Self-Service Center on the home page |  | | |
| **STEP 2: Get Employees:**   * The **View By** will default to current week * Add selection criteria such as Name, Empl ID, Department, or Position Number to retrieve specific employee(s) * Change **View By** and **Date**   View By = **All Time Before** Date = **Pay Period End Date**  Click   * Click on   C:\Users\corpusja\AppData\Local\Temp\SNAGHTML261996e9.PNG |  | | |
| **\*\*PLEASE NOTE: CHANGE VIEW BY AND DATE\*\***  View By = **All Time Before** Date = **Pay Period End Date** then click | | |
| **STEP 3: Select Employee(s) to Approve:**   * Approve total hours by clicking “Select” box and Approve Selected. * Or Click on name to review and approve by entry. * Change View By in timesheet to “Time Period” to see all entries * Select the entries to approve or checkto approve all. * Then click on | **\*\*\* PLEASE NOTE\*\*\***  If you need to make any adjustments to Timesheets after approval has been submitted refer to Correction Guide | | |
| **STEP 4: Confirm Approvals:**   * A Message will display click * Save Confirmation message will display click |  | |  |