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|  | **TIME AND LABOR QUICK REFERENCE GUIDEFOR 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
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| **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
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