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|  | **TIME AND LABOR QUICK REFERENCE GUIDEFOR PAYABLE MANAGERS** |
| **STEP 1: Log into PeopleSoft and Access Approve Payable Time:** * Log in with your CMA User ID and Password
* Select **Payable Time** from the Manager Self-Service Center on the home page
 |  |
| **STEP 2: Get Employees:**  **\*\*please note that entries that have not been approved by the First Level will not appear in your approval list.*** Add selection criteria such as Name, Empl ID, Department, or Position Number to retrieve specific employee(s). **OR**
* Leave search criteria fields blank to retrieve a list of all employees.

The Start and End Dates appear at the bottom of the page and default to current week. * Change the date to the beginning and end of the Pay Period. Click on Refresh
* Click on

 C:\Users\corpusja\AppData\Local\Temp\SNAGHTML261996e9.PNG |  |
| **STEP 3: Select Employee(s) to Approve:*** Click on the box next to employee(s) name **OR** click link

 to approve all employees * Then click on

  * To review or see details for a specific employee, click on the name and click Adjust Reported Time hyperlink.
* Change the View By to **Time Period** to see the whole period.
 | **\*\*\*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  |  |  |