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|  | | **TIME AND LABOR  QUICK REFERENCE GUIDE FOR 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 | |  | |  |