

## Approve or Deny Time

### Overview

This job aid shows managers how to approve or deny payable time for their employees.

### Background

Approving time from the Approval Tile on the Manager Homepage is currently **not supported**. Use this procedure until PeopleSoft resolves the issue.

### Approve or Deny Time

Action	Information																
1. Navigate to Timesheet.	 Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time																
2. Enter search criteria for the employee.	<p><b>Employee Selection Criteria</b></p> <table border="1"> <thead> <tr> <th data-bbox="581 932 1019 968">Selection Criterion</th> <th data-bbox="1019 932 1474 968">Selection Criterion Value</th> </tr> </thead> <tbody> <tr> <td data-bbox="581 1003 1019 1039">Time Reporter Group</td> <td data-bbox="1019 1003 1474 1039"><input type="text"/></td> </tr> <tr> <td data-bbox="581 1066 1019 1102">Employee ID</td> <td data-bbox="1019 1066 1474 1102">100015523</td> </tr> <tr> <td data-bbox="581 1129 1019 1165">Empl Record</td> <td data-bbox="1019 1129 1474 1165"><input type="text"/></td> </tr> <tr> <td data-bbox="581 1192 1019 1228">Last Name</td> <td data-bbox="1019 1192 1474 1228"><input type="text"/></td> </tr> <tr> <td data-bbox="581 1255 1019 1291">Job Code</td> <td data-bbox="1019 1255 1474 1291"><input type="text"/></td> </tr> <tr> <td data-bbox="581 1318 1019 1354">Department</td> <td data-bbox="1019 1318 1474 1354"><input type="text"/></td> </tr> <tr> <td data-bbox="581 1381 1019 1417">Workgroup</td> <td data-bbox="1019 1381 1474 1417"><input type="text"/></td> </tr> </tbody> </table>	Selection Criterion	Selection Criterion Value	Time Reporter Group	<input type="text"/>	Employee ID	100015523	Empl Record	<input type="text"/>	Last Name	<input type="text"/>	Job Code	<input type="text"/>	Department	<input type="text"/>	Workgroup	<input type="text"/>
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3. Set the time interval: A. Select the Start Date. B. Select the End Date. C. Click Refresh the Summary Page button.	<p><b>Change Time in View</b></p> <p>Start Date <input type="text" value="09/19/2022"/> End Date <input type="text" value="10/30/2022"/> </p> <p>You might need to scroll down the page to see these fields.</p>																

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<p>4. Click the employee's last name.</p>	<div data-bbox="553 220 781 422"> <p><b>Last Name</b></p> <p><u>Astley</u></p> </div> <p>The Approval Details page opens.</p>																																				
<p>5. Select the dates to approve.</p>	<div data-bbox="553 499 1479 1010"> <p><b>Approval Details</b> ?</p> <p>Overview   Time Reporting Elements   Cost   Task Reporting Elements</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Date</th> <th>Time Reporting Code</th> <th>Status</th> <th>Quantity</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>10/10/2022</td> <td>REG</td> <td>Needs Approval</td> <td>8.00</td> <td>Hours</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>10/11/2022</td> <td>REG</td> <td>Needs Approval</td> <td>8.00</td> <td>Hours</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>10/12/2022</td> <td>REG</td> <td>Needs Approval</td> <td>8.00</td> <td>Hours</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>10/13/2022</td> <td>REG</td> <td>Needs Approval</td> <td>8.00</td> <td>Hours</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>10/14/2022</td> <td>REG</td> <td>Needs Approval</td> <td>8.00</td> <td>Hours</td> </tr> </tbody> </table> </div>	Select	Date	Time Reporting Code	Status	Quantity	Type	<input checked="" type="checkbox"/>	10/10/2022	REG	Needs Approval	8.00	Hours	<input checked="" type="checkbox"/>	10/11/2022	REG	Needs Approval	8.00	Hours	<input checked="" type="checkbox"/>	10/12/2022	REG	Needs Approval	8.00	Hours	<input checked="" type="checkbox"/>	10/13/2022	REG	Needs Approval	8.00	Hours	<input checked="" type="checkbox"/>	10/14/2022	REG	Needs Approval	8.00	Hours
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<p>6. Select an approval option:</p>	<div data-bbox="553 1052 1471 1108"> <p>Approve   Deny   <del>Push Back</del></p> </div> <ul style="list-style-type: none"> <li>• <b>Approve:</b> The entry goes into Approved status.</li> <li>• <b>Deny:</b> The entry goes in to Denied status and the employee (or manager/timekeeper) has to correct the timesheet.</li> <li>• <b>Push Back:</b> Ignore this option.</li> </ul>																																				
<p>7. Click <b>Yes</b>.</p>	<p>Are you sure you want to approve the time selected? (13504,2500)</p> <p>Once Approved the status cannot be reverted back.</p> <p>Select Yes to confirm and complete the status change, No to return to the page without updating the status.</p> <div data-bbox="862 1545 1170 1598"> <p>Yes   No</p> </div>																																				

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8. Click <b>OK</b> .	 <p><b>Save Confirmation</b></p> <p>✓ The Save was successful.</p> <p>OK</p>