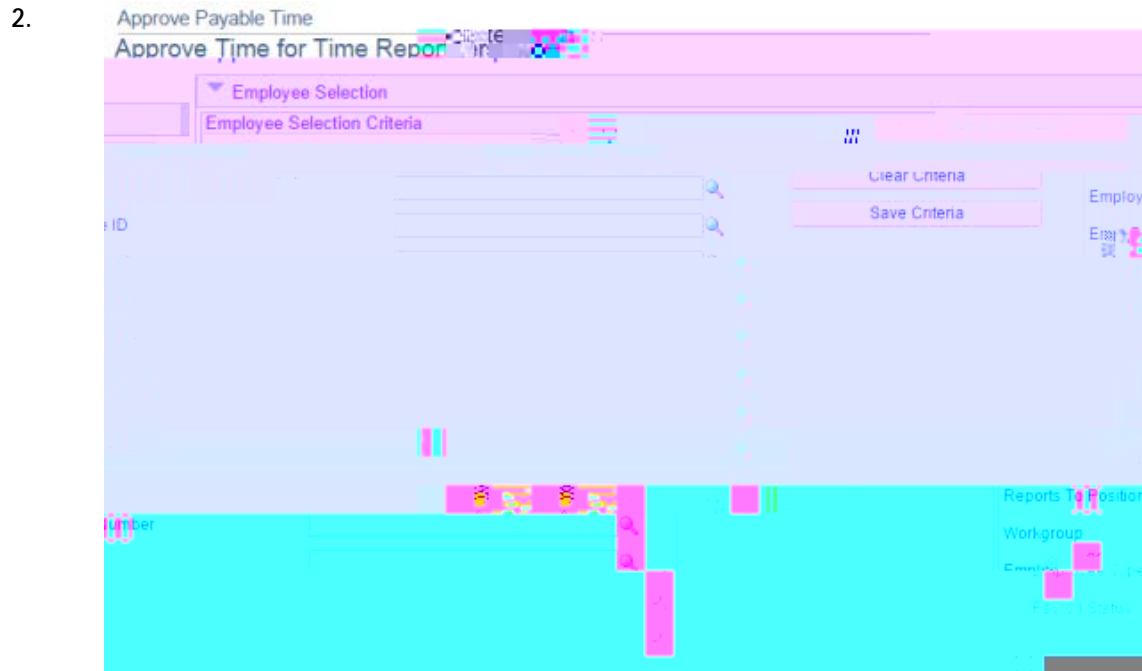
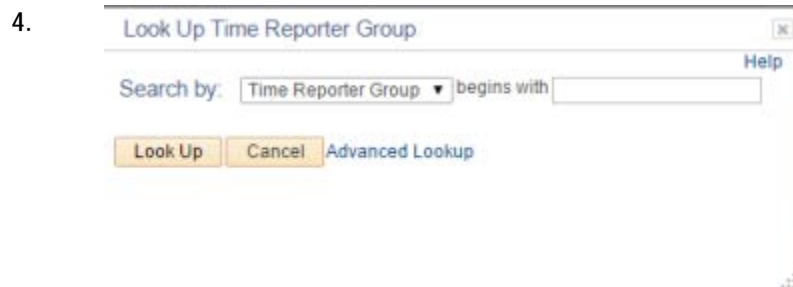


HR Direct – MANAGER TIME APPROVAL

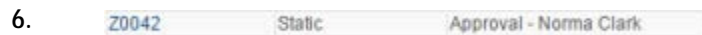
1. Navigate to Manager Self Service/Time Management/Approve Time and Exceptions/Payable Time



3. Click on the Search icon for the Time Reporter Group



5. Click on Look Up.



7. Click on your Zgroup value – it will start with Zxxxx and the description will include Approval – *your name*

Note: Do not save this value as it may change on a regular basis

8. Click on **Get Employees**

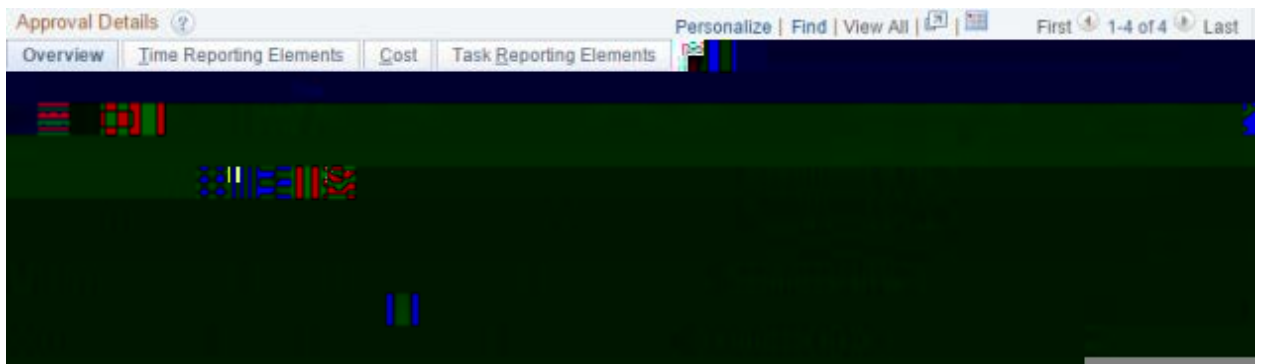


9. Review Summary of Time Submitted. If you agree with the totals, click **Select All**, then **Approve**

10. If you want to review details of the time entered day by day click onto the name and the detail page will open.



Note: If time has been changed after a prior Approval, you will see the adjustments as negative and the new entry row as a positive.



11. You can select and approve individual rows or click on Select All and approve all rows or click Return to Approval Summary without approving any rows.

Note: If you have direct reports that also are supervisor, you may use their Z Group as search criteria to approve their employees if needed.