**A close up of a logo

Description automatically generated Quick Guide:**

**Approving PAYABLE TIME**

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| **Action** | **Information** |
| **IMPORTANT:** AT THIS TIME  \*\*DO NOT APPROVE TIMESHEETS USING TILE\*\*   1. Navigate to Approve Payable Time page  * Click the Navigator icon in the upper right corner to open the Menu.   Follow this navigation:  **Menu > Manager Self Service > Time Management >Approve Time & Exceptions> Payable Time** |  |
| 1. Save as favorite  * Click the three dots next to the navigator * Select “Add To Favorites” * Use the “heart” button to open in the future |  |
| 1. Enter search criteria to find specific employees or leave blank to get all employees:  * Click “Get Employees” button * Update Start and End Date to include appropriate date period |  |
| 1. Employees with time pending your approval will be listed 2. Click on the name of the employee to view and approve the time entries. |  |
| 1. Select the boxes of the transactions you want to approve 2. Click the “Approve” button |  |
| **DO NOT USE Deny or Push Back buttons**  The Deny or Push Back does not remove the entry from the timesheet. The transaction will reappear as pending approval each time the employee enters a new transaction. | **Recommendation:** Counsel the employee to make the appropriate change or to delete the entry from the timesheet |
| 1. Click the “Return to Approval Summary” link to select the next employee |  |