**HR Direct – MANAGER TIME APPROVAL**

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| **1.** | Navigate to Manager Self Service/Time Management/Approve Time and Exceptions/Payable Time |
| **2.** | þÿ |
| **3.** | Click on the Search icon for the Time Reporter Group |
| þÿ | |
| **4.** | þÿ |
| **5**. | Click on Look Up. |
| **6.** | þÿ |
| **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* |

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| **8.** | Click on þÿ |
| **9.** | þÿ |
| **10.** | Review Summary of Time Submitted. If you agree with the totals, click þÿ, then  . |
| **11.** | If you want to review details of the time entered day by day click onto the name and the detail page will open. |
| **12.** | þÿ |
| **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.* |
| þÿ | |
| **13.** | 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.* |