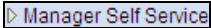

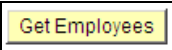

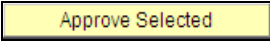
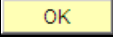



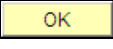


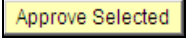
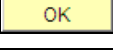



Time Approval

1.	Under the Menu Bar , Click on the Manager Self Service link 
2.	Under the Approve Time and Exceptions folder, click on Reported Time. 
3.	To get a listing of your employees, type in the Group ID that you want. D+department number (i.e. D4010) will give you all employees in your department. S+department number (i.e. S4010) will give you a list of your students I+department number (i.e. I4010) will give you a list of your internal employees.
4.	Make sure the Date falls within the pay period week you wish to approve hours for.
5.	Click on Get Employees. 
6.	A list of all employees in the Group ID that have hours needing approval is displayed. To view them individual, click on a name.
7.	It shows a listing of all hours for the entire pay period that need approval. If approving all, click on Select All. 
8.	Click the Approve Selected button. 
9.	Click the Ok (Enter) button. 
10.	Click OK.
11.	To continue approving by individual, click on Next Employee. 
12.	To Approve by Group , Click on the Return to Select Employee to bring you back to the list of employees needing time approved. 
13.	Click the Select All button. **Please note that when approving by group, the system only approves one week at a time. **
14.	Click Approve Selected 
15.	Click the Ok (Enter) button. 
16.	Click OK.
17.	Click on the Next Week link to approve the next week. 
18.	Click the Select All link. 
19.	Click the Approve Selected button. 
20.	Click the Ok (Enter) button. 
21.	Click OK. 
22.	End of Procedure.

