

## DTA - Approve Hours

1. Select **Time Management > Approve Reported Time** in the **Manger** tab of the **My Employment** area of My ASU
2. Enter your **Time Reporter Group ID** and click **Get Employees**.
3. Click the **Get Employees** button
4. Select the **Select the name** link of the employee you want to view.
5. Click the **check** boxes to select time to approve, or click **Select All**.
6. Click the **Approve** button
7. Click the **OK** button to verify that you are sure you wish to approve the time.
8. Click the **OK** button when you see the Submit Confirmation message.
9. Select the **Return to Select Employee** link to continue approving other timesheets.

## DTA – Input Hours

1. Select **Time Management > Input Employee Time** in the **Manger** tab of the **My Employment** area of My ASU
2. Enter your **Time Reporter Group ID** and click **Get Employees**.
3. Click the **Get Employees** button
4. Select the **Select the name** link of the employee you want to view.
5. Input the hours needed under the day and select a **Time Reporting Code**.
6. Click **Submit/Certify > OK**.
7. Select the **Return to Select Employee** link to continue adding times to employee's timesheets.

## DTA - View Reported Hours

1. Select **Time Management > View Employee Reported Time** in the **Manger** tab of the **My Employment** area of My ASU
2. Enter your **Time Reporter Group ID** and click **Get Employees**.
3. A list of all employees in your department will be returned in a table that displays a Monthly Time Calendar of their reported hours.
4. You can also click the individual hours reported to view details.