

## Job Aid – Approving Reported Hours

This job aid will show you how to approve reported hours in the timesheets of the employees in your department.

**Step 1** – Select the **Manager Self Service** link

**Step 2** – Select the **Timesheet** link

**Step 3** – Click on the **Magnifying Glass** to look up a Group ID.

**Step 4** – Select the Group ID you need.

**Step 5** – Click the **Get Employees** button.

**Step 6** – Click the **North American Paygroup** heading if you would like to sort employees by the type of positions, therefore Time Reporting Codes they use. For instance, salaried, hourly, student worker, etc.

**Step 7** – Click the **North American Paygroup** link again to reverse the order in which the groups are listed; that is bottom of list down instead of top to bottom. You may want to do this if your group of interest is listed near the bottom half of a long list.

**Step 8** – Scroll back to the list of names to start viewing timesheets.

**Step 9** – Click on the person whose timesheet you want to review.

**Step 10** – Click the **arrow** for the drop down menu to change the timesheet view to a two week view.

**Step 11** – Click the **Time Period** item in the drop-down menu.

**Step 12** – The **Timesheet** view changes to a two week pay period view.

**Step 13** – Click the **Balances - click to view** link to compare accrued time amounts to those requested.

**Step 14** – Click the **Balances - click to hide** link. There is enough accrued time to enable the DTA to approve these hours.

**Step 15** – If there is enough accrued time to enable the DTA to approve these hours click the **Select All** link to prepare to Approve.

**Step 16** – Click the **Approve Selected** button

**Step 17** – Click **OK** to the confirmation message. The Status of the hours is now displayed as *Approved*.

**Step 18** – Click on the **Return to Select Employee** link.

You are returned to your list of employess which are still sorted by the North American Pay Group.

That concludes this demonstration. Thank you!