



## DTA - Approve Reported Time

<b>Step 1</b> –	Select <b>Time Management &gt; Approve Reported Time</b> in the <b>Manger</b> tab of the <b>My Employment</b> area of My ASU
<b>Step 2</b> –	Enter your <b>Group ID</b> and click <b>Get Employees</b> .
<b>Step 3</b> –	Select the <b>Timesheet</b> link within the Manager Self Service area in My ASU.
<b>Step 4</b> –	Click the <b>Get Employees</b> button
<b>Step 5</b> –	Select the <b>Select the name</b> link of the employee you want to view.
<b>Step 6</b> –	Select the <b>Balances - click to view</b> link if verification of accrued hours is needed.
<b>Step 7</b> –	Select the <b>Balances - click to hide</b> .
<b>Step 8</b> –	Click the <b>check</b> boxes to select time to approve, or click <b>Select All</b> .
<b>Step 9</b> –	Click the <b>Approve Selected</b> button
<b>Step 10</b> –	Click the <b>OK</b> button to verify that you are sure you wish to approve the time.
<b>Step 11</b> –	Click the <b>OK</b> button when you see the Submit Confirmation message.
<b>Step 12</b> –	Select the <b>Return to Select Employee</b> link to continue approving other timesheets.