

DTA -Approve Reported Time

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

DTA - View Reported Time

1. Select **Time Management > View Employee Reported Time** in the **Manger** tab of the **My Employment** area of My ASU
2. Enter your **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. Click **Show Symbols** to label the types of **Reported Time**.
5. Click the **Payable Hours** button, then the **View Month** button if you want to view Payable Time.
6. You can also click the individual hours reported to view details.