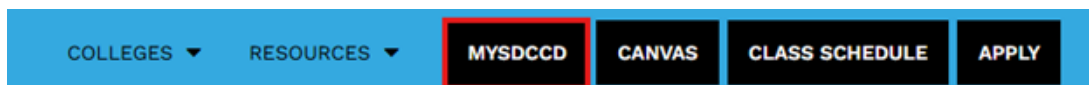


MANAGER SELF-SERVICE APPROVING TIME

Log in to PeopleSoft via the District website's homepage <https://www.sdccd.edu>. Click **MySDCCD** in the header to access your Employee Dashboard.



At the Portal landing page, click on the **Manager Dashboard** tile. From the Manager Dashboard menu on the top left of the screen, click **Manager Self Service** and select the **Approvals** tile.






Select **Payable Time** on the menu then select the employee with pending approval.



Use the checkbox to select the row with the hours that you want to approve. Enter **Approver Comments** if needed then click on **Approve**.

< Pending Approvals

Payable Time



James

Administrative Technician

Approve

☰

1 line(s) are pending your approval

Summary

Quantity for Approval 8 Hours

Time Period 11/12/2021 - 11/12/2021

▼ Payable Time Details

Pending

All

1 row

Select	Report Date	Time Reporting Code	Quantity
<input type="checkbox"/>	11/12/21	SFN - Family Necessity Leave	8 Hours >

Approver Comments

Approval Chain >