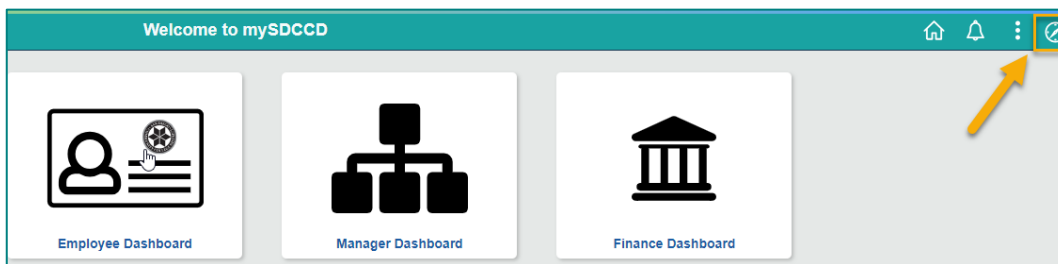


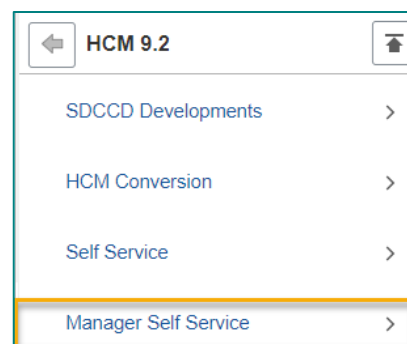
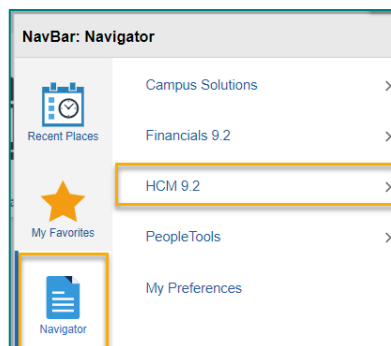
APPROVING TIME VIA THE CLASSIC TIME & LABOR APPROVAL PAGE

This Job Aid provides navigation and instructions for supervisors/managers to access the Classic Time & Labor Approval Page to approve their direct reports' time and leave hours submitted.

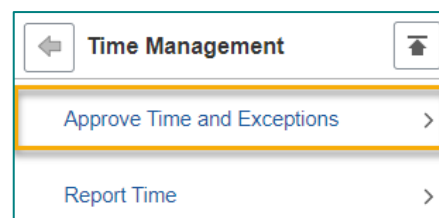
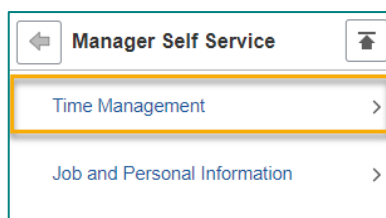
From the Portal Landing Page, click on the **Navigation** icon in the top right corner.



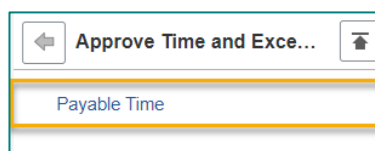
Click on the **Navigator** menu item, then **HCM 9.2**. From the HCM 9.2 menu, select **Manager Self Service**.



Select **Time Management** from the Manager Self Service menu and **Approve Time and Exceptions** from the Time Management menu.

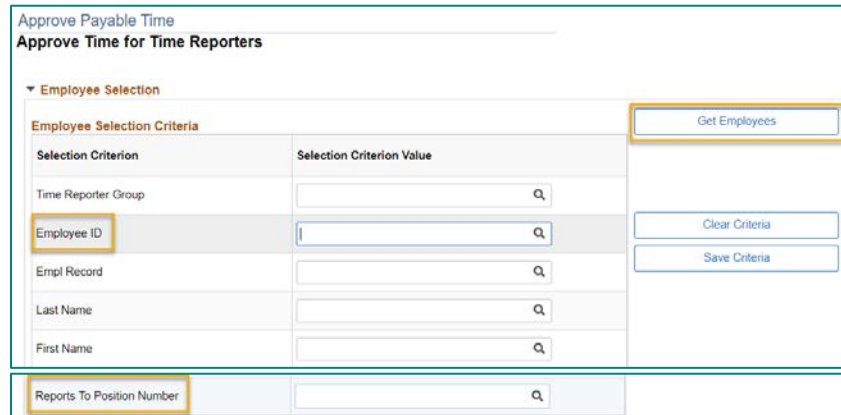


From the Approve Time and Exceptions menu, select **Payable Time**.



APPROVING TIME VIA THE CLASSIC TIME & LABOR APPROVAL PAGE

On the **Approve Payable Time** page, enter the employee's **Employee ID** or **Name**. Click **Get Employees**.
Note: If the **Reports To Position Number** field is populated, direct reports to the position will show.



Approve Payable Time
Approve Time for Time Reporters

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

Reports To Position Number

The date range can be changed by updating the Start and/or End Date and clicking the green arrows. Select the Employee to approve the Payable Hours.

Change Time in View

Start Date: 05/28/2023 End Date: 07/02/2023

Employees For

Time Summary Demographics

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Total Payable Hours	Comp Time Eaned	Comp Time Taken	Leave/Vacation	Overtime Pay	Regular Work Code
<input type="checkbox"/>				0		20.00	0.00	0.00	0.00	0.00	20.00
<input type="checkbox"/>				0		8.00	0.00	0.00	8.00	0.00	0.00

Select the Date/Days to approve and select the **Approve** button. Click **Yes** in the message box and **OK** for the Save Confirmation message.

Approve Payable Time

Employee ID
Employment Record 0
Next Employee

Start Date 05/28/2023
End Date 07/02/2023

Approval Details

Overview Time Reporting Elements Cost Task Reporting Elements

Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Adjust Reported Time	Add Comments
<input type="checkbox"/>	06/20/2023	REG	Needs Approval	5.00	Hours	<input type="text"/>	Adjust Reported Time	<input type="text"/>
<input type="checkbox"/>	06/21/2023	REG	Needs Approval	5.00	Hours	<input type="text"/>	Adjust Reported Time	<input type="text"/>
<input type="checkbox"/>	06/22/2023	REG	Needs Approval	5.00	Hours	<input type="text"/>	Adjust Reported Time	<input type="text"/>
<input type="checkbox"/>	06/23/2023	REG	Needs Approval	5.00	Hours	<input type="text"/>	Adjust Reported Time	<input type="text"/>

Select All Deselect All

Approve Deny Push Back

Return to Approval Summary

Are you sure you want to approve the time selected? (13504,2500)

Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change. No to return to the page without updating the status.

Yes No

Save Confirmation

The Save was successful.

OK