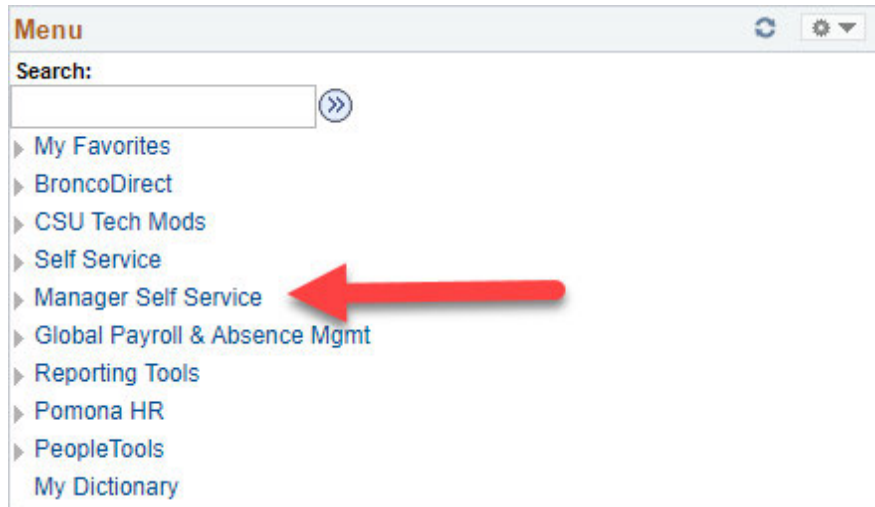


HOW TO APPROVE PAYABLE TIME:

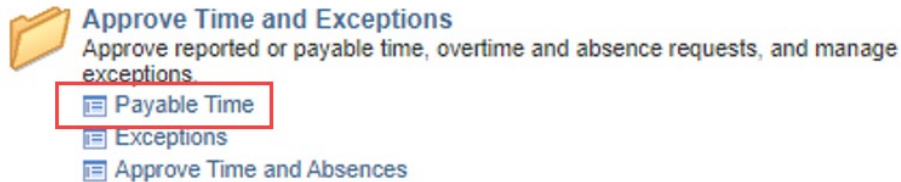
Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time



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Approve Time and Exceptions
Approve reported or payable time, overtime and absence requests, and manage exceptions

- Payable Time**
- Exceptions
- Approve Time and Absences

Note: Timekeepers will not have access to the Payable Time page; only designated managers will have access to approve student time.

Click Get Employees to bring up any payable time that is waiting for approval.

Approve Time for Time Reporters

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Company	<input type="text"/>
Position Number	<input type="text"/>

No employees were returned for the time period specified.

Start Date: End Date:

Manager Self Service
Time Management

Note: Only payable time within the time period indicated will populate. It is recommended to change the start and end dates to the first and last days of the pay period to avoid missing any approvals.

Managers can approve time from this page by selecting the employee and clicking Approve.

Select	Name	Employee ID	Empl Rcd Nbr	Job	Job Description	Total Payable Hours	Department
<input type="checkbox"/>	[Redacted] Jan	[Redacted]	0	1150	Instr Stdnt Asst	30.300000	33000
<input type="checkbox"/>	[Redacted] Coral	[Redacted]	0	1150	Instr Stdnt Asst	15.100000	33000
<input type="checkbox"/>	[Redacted] Dennise	[Redacted]	1	1150	Instr Stdnt Asst	35.000000	33000
<input type="checkbox"/>	[Redacted] Zelma Darin	[Redacted]	0	1150	Instr Stdnt Asst	32.000000	33000
<input type="checkbox"/>	[Redacted] Loma	[Redacted]	0	1150	Instr Stdnt Asst	20.800000	33000
<input type="checkbox"/>	[Redacted] Luvenia	[Redacted]	0	1870	Student Asst	57.800000	33000
<input type="checkbox"/>	[Redacted] Kelly	[Redacted]	0	1150	Instr Stdnt Asst	29.300000	33000
<input type="checkbox"/>	[Redacted] Bunny	[Redacted]	0	1870	Student Asst	22.000000	33000

☐ Select All
 ☐ Clear All

To view payable time by day, the manager can click the employee's name. Payable time can be approved by selecting the applicable boxes, then clicking Approve.

Select the time you wish to approve and then click the Approve button. Enter a specific Accounting Date for each row of payable time to be published. If you wish to use the current date as the publish date, you may leave the Accounting Date field blank.

Start Date: 05/01/2021 End Date: 06/30/2021

Approval Details Personalize | Find | View All | First 1-9 of 9 Last

Overview | Time Reporting Elements | Task Reporting Elements | Chartfields

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	Adjust Reported Time	Comments
<input type="checkbox"/>	05/03/2021	REG	2.300000	Hours	<input type="text"/>	<input type="button" value="Adjust Reported Time"/>	<input type="button" value="Comments"/>
<input type="checkbox"/>	05/04/2021	REG	3.000000	Hours	<input type="text"/>	<input type="button" value="Adjust Reported Time"/>	<input type="button" value="Comments"/>
<input type="checkbox"/>	05/05/2021	REG	4.000000	Hours	<input type="text"/>	<input type="button" value="Adjust Reported Time"/>	<input type="button" value="Comments"/>
<input type="checkbox"/>	05/06/2021	REG	4.500000	Hours	<input type="text"/>	<input type="button" value="Adjust Reported Time"/>	<input type="button" value="Comments"/>
<input type="checkbox"/>	05/07/2021	REG	3.500000	Hours	<input type="text"/>	<input type="button" value="Adjust Reported Time"/>	<input type="button" value="Comments"/>
<input type="checkbox"/>	05/10/2021	REG	3.000000	Hours	<input type="text"/>	<input type="button" value="Adjust Reported Time"/>	<input type="button" value="Comments"/>
<input type="checkbox"/>	05/11/2021	REG	2.000000	Hours	<input type="text"/>	<input type="button" value="Adjust Reported Time"/>	<input type="button" value="Comments"/>
<input type="checkbox"/>	05/12/2021	REG	3.000000	Hours	<input type="text"/>	<input type="button" value="Adjust Reported Time"/>	<input type="button" value="Comments"/>
<input type="checkbox"/>	05/13/2021	REG	5.000000	Hours	<input type="text"/>	<input type="button" value="Adjust Reported Time"/>	<input type="button" value="Comments"/>

☒ Select All
 ☐ Clear All

[Return to Approval Summary](#)

- If all payable time should be approved, click Select All then Approve.
 - If desired, a comment can be added before approving by clicking the bubble icon in the applicable box.
- Once approved, the payable time will be removed from the Approve Payable Time page.
- Click Return to Approval Summary to continue approving any remaining students.