Approving Time and Leave

Dates
Use correct pay period dates

Select Employees
Click on Employee name to view and approve submitted hours

Select All
If hours are correct, click ‘Select All’ and ‘Approve’

Adjust Time
If you need to make changes, click ‘Adjust Reported Time’ and enter new hours

Comment
Add a comment whenever a change is made

Notes:
You will only see:
- Employees that have submitted time
- Hours that have not been previously approved
Don’t forget to check Previous Pay Period!