

Approving Time and Leave

1
 Start Date:
 End Date:

Select	Name	Employee ID	Empl Rcd Nbr	Total Payable Hours
<input type="checkbox"/>	Employee 1	999555444	0	40.000000
<input type="checkbox"/>	Employee 2	999666333	0	40.000000
<input type="checkbox"/>	Employee 3	999444888	0	40.000000

- 1 Dates Use correct pay period dates
- 2 Select Employees Click on Employee name to view and approve submitted hours
- 3 Select All If hours are correct, click 'Select All' and 'Approve'
- 4 Adjust Time If you need to make changes, click 'Adjust Reported Time' and enter new hours
- 5 Comment Add a comment whenever a change is made

Approve Payable Time

Employee ID: _____

Business Title: _____ Employee Record Number: 1

[Next Employee >>](#)

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: End Date:

Approval Details Customize | Find | View 10 | First 1-4 of 4 Last

Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	Adjust Reported Time	Comments
<input checked="" type="checkbox"/>	03/17/2015	RST	3.000000	Hours	<input type="text"/>	Adjust Reported Time	<input type="text"/>
<input checked="" type="checkbox"/>	03/18/2015	RST	3.500000	Hours	<input type="text"/>	Adjust Reported Time	<input type="text"/>
<input checked="" type="checkbox"/>	03/19/2015	RST	3.000000	Hours	<input type="text"/>	Adjust Reported Time	<input type="text"/>
<input checked="" type="checkbox"/>	03/20/2015	RST	8.000000	Hours	<input type="text"/>	Adjust Reported Time	<input type="text"/>

[Select All](#)
 [Clear All](#)

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!