## 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

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### 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!