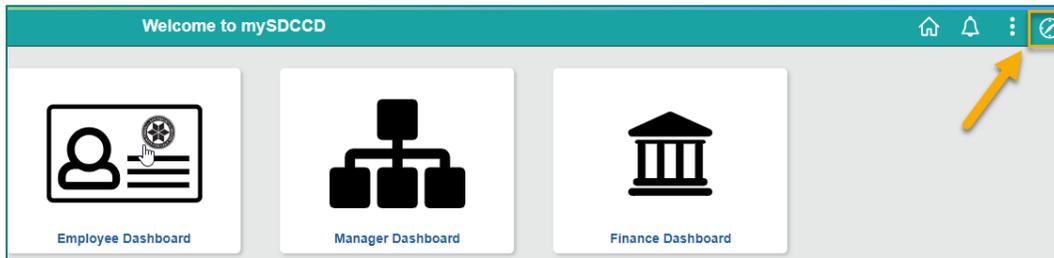


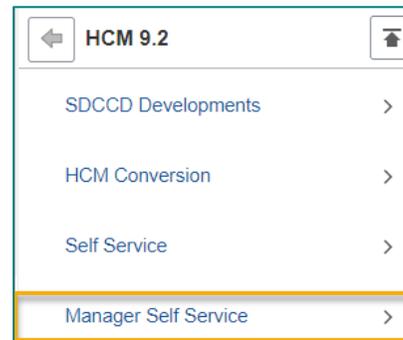
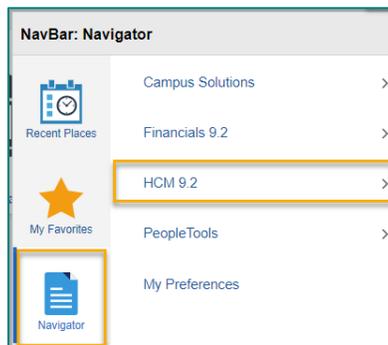
APPROVING TIME VIA THE CLASSIC TIME & LABOR APPROVAL PAGE

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.

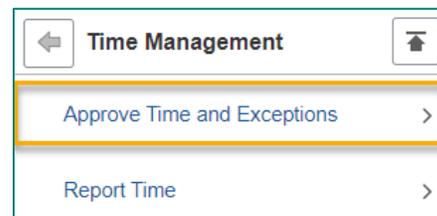
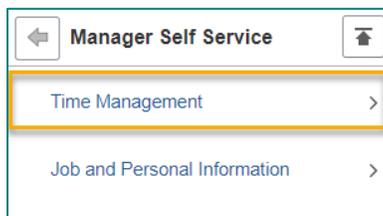
From the Portal Landing Page, click on the **Navigation icon** in the top right corner



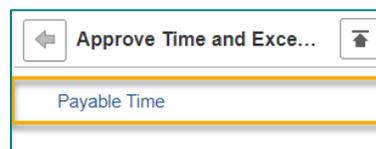
Click on the **Navigator menu** item, then **HCM 9.2**. From the HCM 9.2 menu, select **Manager Self Service**



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

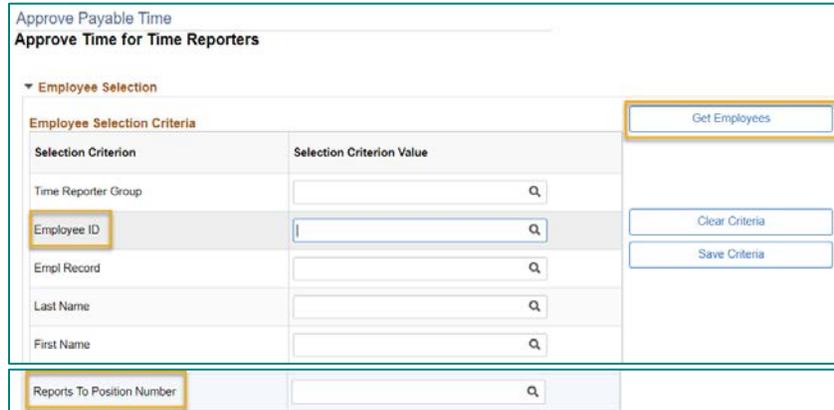


From the Approve Time and Exceptions menu, select **Payable Time**.



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.



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.

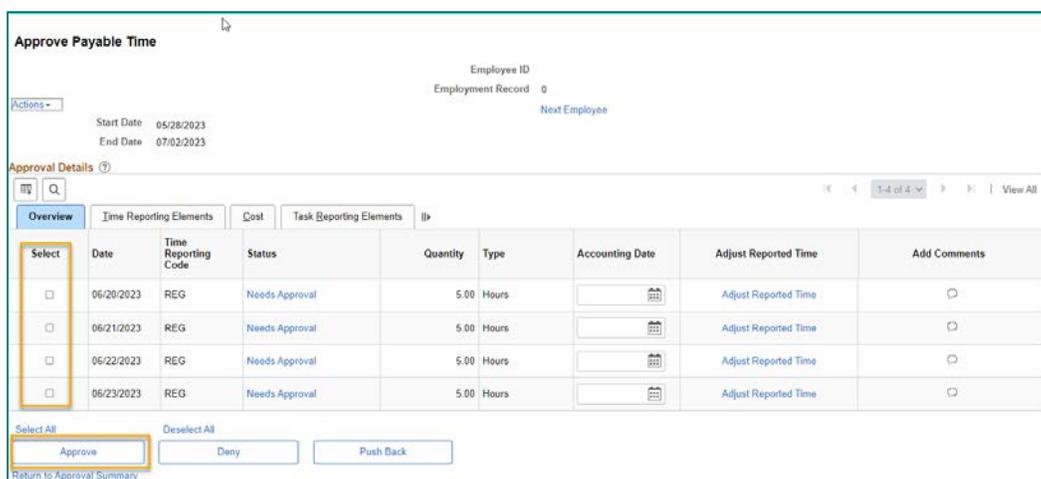
Change Time in View

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

Employees For

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.



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		Adjust Reported Time	
<input type="checkbox"/>	06/21/2023	REG	Needs Approval	5.00	Hours		Adjust Reported Time	
<input type="checkbox"/>	06/22/2023	REG	Needs Approval	5.00	Hours		Adjust Reported Time	
<input type="checkbox"/>	06/23/2023	REG	Needs Approval	5.00	Hours		Adjust Reported Time	

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.

Save Confirmation

The Save was successful.