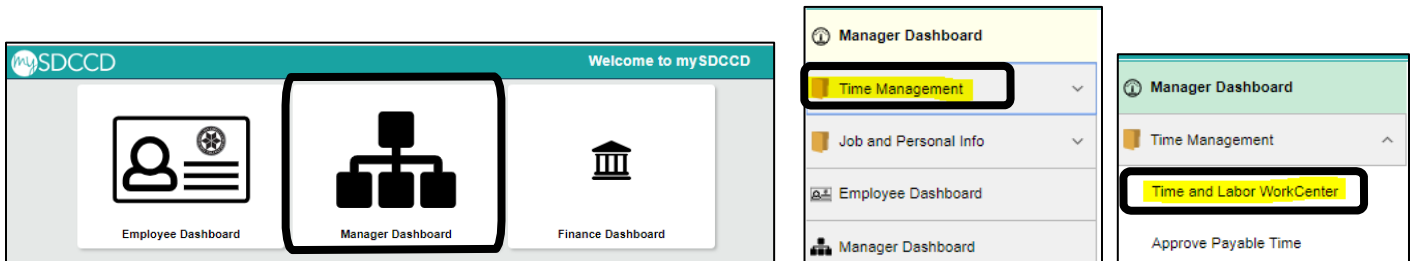
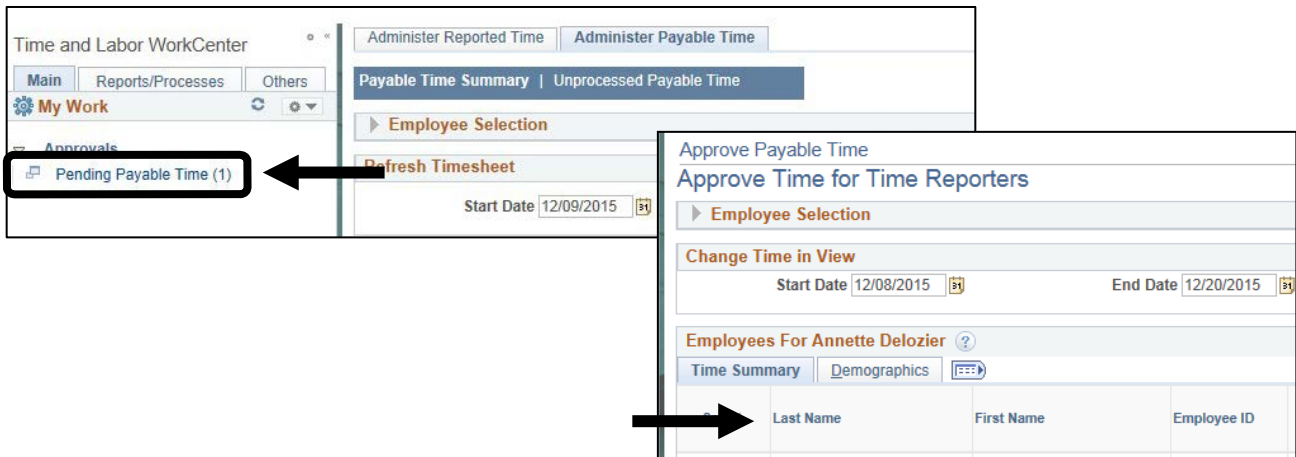


## MANAGER SELF-SERVICE ACCESSING WORK CENTER/APPROVING TIME

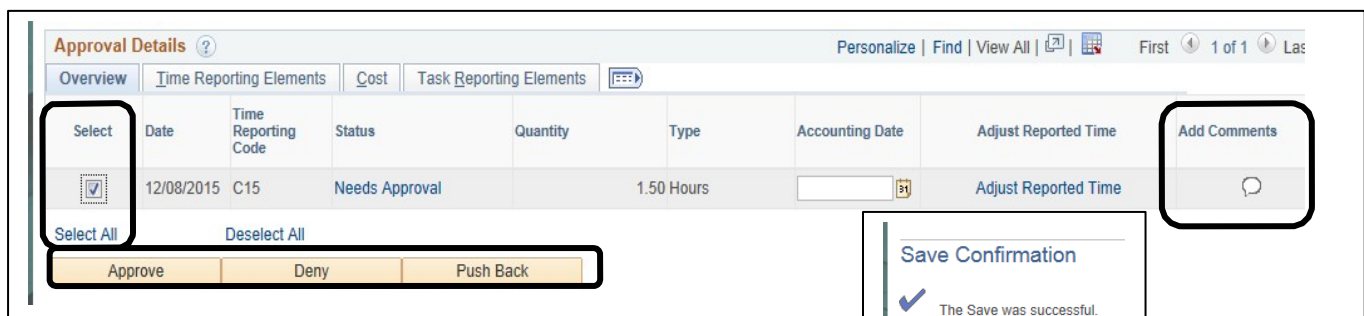
At the Portal landing page, click on the **Manager Dashboard** tile. From the Manager Dashboard menu on the top left of screen, click **Time Management > Time and Labor WorkCenter** (another option is **Approve Payable Time**).




From **Time & Labor WorkCenter**, On the left side of the page, under **My Work > Approvals**, if there are any pending approvals, the **Pending Payable Time** link will be bolded and the number in parenthesis of employees with pending time. Click on **Pending Payable Time**, click on the employee's **Last Name**



Select the box for the line to approve, or click **Select All**, add comments as needed by clicking on the “comments bubble”, click **Approve** or **Deny** (*it is best NOT to select Push Back. If Deny or Push Back is selected the employee will need to return to their time sheet and update or remove the requested time.*) Confirm the approval. The action will be confirmed, click **OK**



To continue working, click on the Home icon  on the top right of the screen