At the Portal landing page, click on the MENU button on the top left of screen, and under the main Menu > Management Service Center > Click Time Management > Time and Labor WorkCenter.

On the Left side of the page, under My Work > Approvals, if there are any pending approvals, the Pending Payable Time 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, Deny or Push Back. If Deny or Push Back is selected, the employee will receive an email notification to return to their time sheet and update or remove the requested time, confirm the approval. The action will be confirmed, click OK.