Approve Time and Other Pay Entries

This section provides instructions for how to Approve Time.

For a demonstration of the general process for approving/rejecting a timesheet, click here. You will still want to review the detail steps listed below.

- From the main page Click on the **Payroll Manager** Role tab
- Click the **Approve Time and Other Pay Entries** Quick Link.
The employees for whom you approve time are displayed. (The default screen displays those you directly supervise and for whom you are authorized to approve time.)

- Click the **Indirect** button to see a list of *Subordinates* you may approve.
- Click the **Alternate** button to see a list of employees for whom you are the *alternate approver*.
- Click on the **Employee Number** for the employee whose time you want to **Review/Approve**.

To start the approval process, click the **Approve** button.
- The messages display in the pop up window. (This employee recorded "On-Call" time.)
- Click the continue link after reviewing the messages.
- Review the **Summary and Certification** screen.
- Click the **Approve** button to approve the timesheet.
- To view another employee click the **Next Employee** button.
- To return to the employee selection screen click the **To Selection** button.