Keep in Mind:

- There are several ways to review your employees’ reported time. You can approve the time through your Inbox or by going to the Review Time report.
- For Approving Time: Option 1 is from your Inbox, Option 2 is from the Time and Absence application.

**OPTION 1 – APPROVE TIME FROM YOUR INBOX**

Each time your employee submits a time entry, you will receive an **Inbox Notification**.

1. Select the **Inbox** icon

2. Access and review the submitted time entry reports by selecting the message that pertains to the employee who needs hours approved.

3. Under **Entries to Approve**, a summary of the workers’ hours will show

   3a: Click the **Related Actions** icon next to the magnifying glass under **Details** to view more information

4. Click **Approve**, **Send Back**, **Deny**, or **Close**.
   - If you deny or send back the request, you will need to enter a reason in the comments box.

5. After approving, drop down **Details and Process** to verify the submitted information is correct
   - (Note: The Inbox Notification will be removed once time has been approved)
OPTION 2: APPROVE TIME FROM REVIEW TIME REPORT

1. Go to Time and Absence application

   Select Review Time under Tasks

2. Use the filters to narrow the selection of workers’ you can view.

   2a: To view your direct reports only, check the “Review my direct reports only” box.

3. Click OK

4. On the Summary Page, select the corresponding checkbox for each worker you wish to approve time for. (Note: You can use the select all checkbox or checkbox for to approve multiple workers’ times)

5. Click Approve.

6. Review the approved time by clicking the Time Approved drop down.

7. Click Done.
APPROVE, DENY, AND SEND BACK ABSENCE REQUESTS

As a manager, you have the option to approve or deny absence requests or send them back for revision.

FROM YOUR INBOX

1. Navigate to your Inbox.
2. Click the Absence Request Inbox item.
3. (Optional) Click the View Balances button to view an employee’s time off balances.
4. Click Approve, Send Back, Deny or Cancel.
5. If approved, click the Detail and Process arrow to view the employee’s time off summary.
6. Click Done.