## HRDirect Logo.jpg

## Manager Self Service - Time Management

**Approving Payable Time**

1. Begin by navigating to the **Manager Self Service.** Click the **Time Management** link.
2. Click the **Approve Time and Exceptions** link.
3. Click the **Payable Time** link.
4. Use the **Approve Payable Time** page to search for employees by using the Group Id field, or find a specific employee by using the Empl ID field.  You can also simply return all the employees for whom you have approval authority and who have payable time that needs approval.
5. Enter the employee id in the Empl Id field or click on magnifying glass on the Group Id field and you will see a “Z” code and select the Z code.
6. Enter a date into the **Start Date** field. Enter a Sunday start date e.g. "**MM/DD/YYYY**".
7. Enter a date into the **End Date** field. Enter a Saturday end date e.g. "**MM/DD/YYYY**".
8. Click the **Get Employees** button.
9. Click the **Name** link.
10. The **Approve Payable Time** page displays payable time for the employee.
11. Review the employee’s time for accuracy.
12. Click the **Select All** link.
13. Click the **Approve** button.
14. Click the **OK** button.

NOTE: A batch job runs every day for Worcester at noon and five pm. This job processes the time that an employee enters in for him/herself in order for you to approve it. The job does take a few hours to run.