# Accessing Manager Time Approval

Navigate to the Manager Self Service page by using one of the following options:

1. Use the NavBar and select the following from the menu lists – Manager Self Service → Time Management → Approve Time & Exceptions → Payable Time).
2. Select the Manager Self Service Homepage from the Homepage drop down list at the top of the page and click on the Approve Payable Time tile.
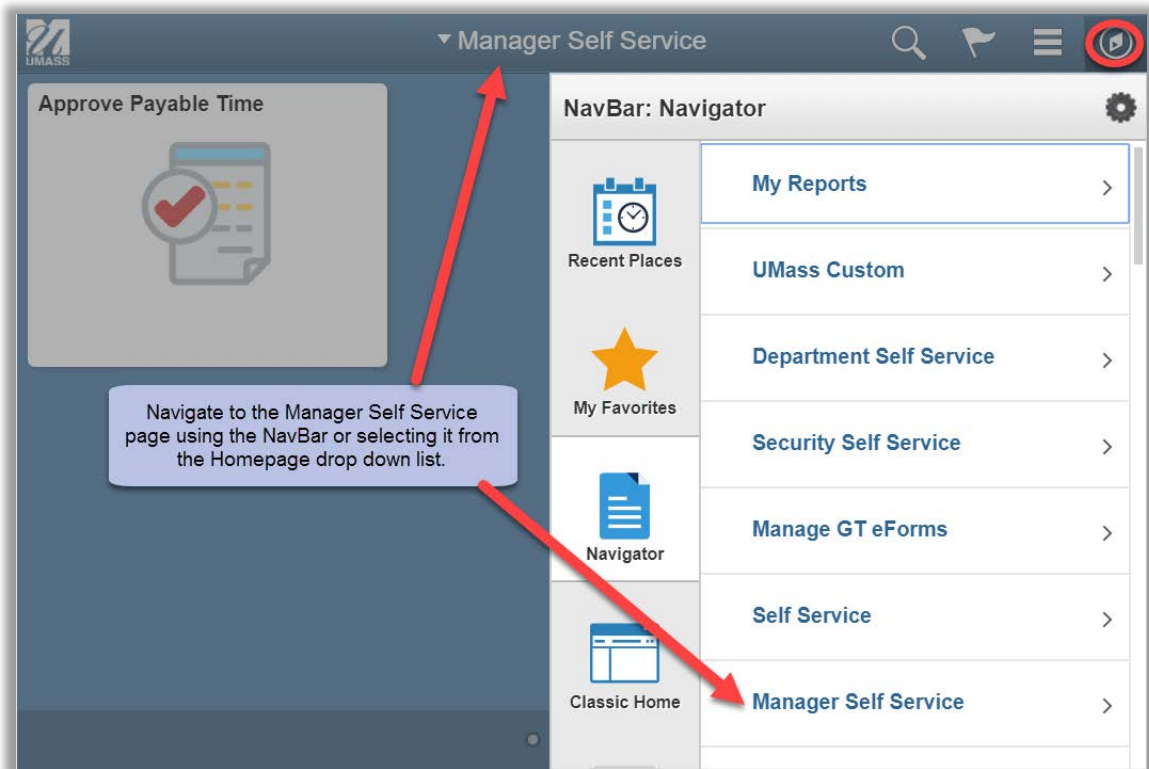
3. The Approve Time for Time Reporters page is displayed and functions as it has previously.