Approve Time through Manager Self-Service

Steps
1. Click on Manager Self-Service > Workplace Services > Approve Time Sheet Data.
2. Under Payroll Area, select All.
3. Under Reporting To, select your name.
4. Click the Execute button. A list of all time to be approved appears.
5. Select all time entries for approval by dragging down the list.
6. Click the Approve button to approve all time entries. You can now close the window.

Variations
- At step 2, select Biweekly or Monthly to approve time for only that employee type.
- At step 3, select another name if you need to approve time for another supervisor’s employees.
- At step 5, select individual time entries by pressing the Ctrl key as you click on each row.
- At step 6, click the Reject button to reject selected time entries.

Additional Information
- Reference guide Attendance and Absence Codes Defined on the EBS Support site for key information on entering different types of time correctly
- Quick Guide Time Approval Tips for tips on being more efficient and on recovering from common errors.
- Course Cross-App Time Sheet Approval