## **Approve Time**



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## Note for Managers/Time Keepers:

- All time for student employees must be approved by the Monday at noon before pay day (view the Bi-Weekly Pay Schedule for specific dates)
- 1. Click on the **Inbox** button located next to your profile picture
- 2. An action item labeled as **Time Entry** will appear in the **Inbox** after a subordinate has submitted their time
- 3. Review the **Time Entry** for approval (Note: if your employee works multiple jobs on campus, make sure the time they entered is for your department and not one of their other jobs)
- 4. Click the green **Approve** button located on the bottom left of the page in order to approve the time submitted by the subordinate; or click **Send Back** if you would like the employee to adjust the hours they submitted