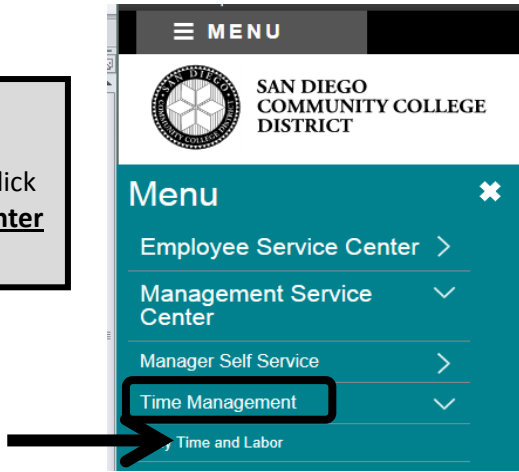
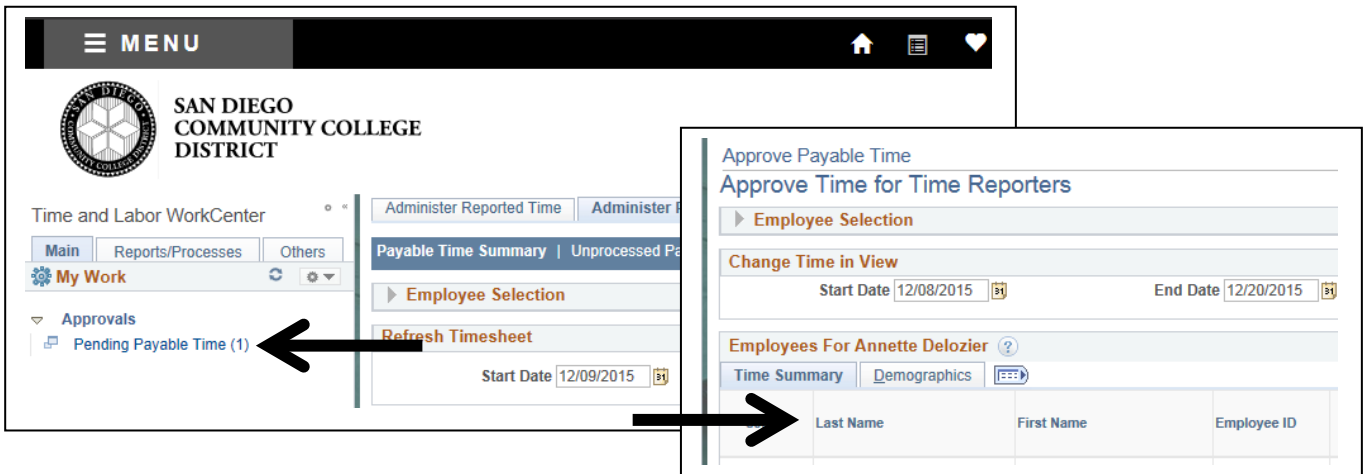


MANAGER SELF-SERVICE ACCESSING WORK CENTER/APPROVING TIME

At the Portal landing page, click on the **MENU** button on the top left of screen, and under the main **Menu > Management Service Center > Click Time Management > Time and Labor WorkCenter**



On the Left side of the page, under **My Work > Approvals**, if there are any pending approvals, the **Pending Payable Time** will be bolded and the number in parenthesis of employees with pending time. Click on **Pending Payable Time**, click on the employee's **Last Name**



Select the box for the line to approve, or click **Select All**, add comments as needed by clicking on the “comments bubble”, click **Approve**, **Deny** or **Push Back**. If Deny or Push Back is selected, the employee will receive an email notification to return to their time sheet and update or remove the requested time, confirm the approval. The action will be confirmed, click **OK**

