Time and Labor WorkCenter: Managers
Reviewing and Approving Hours for Your Employees

1) Navigate to the Time and Labor WorkCenter

2) In the My Work section, click on Pending Reporting Time under the Approvals Heading
   a. The pending reported time link will be activated if there are any timesheets pending approval
   b. Click the link to view the timesheets needing approval
Time and Labor WorkCenter: Managers

c. Approvers can take action on the hours from the results displayed by clicking the Pending Reported Time Link
   i. Select the check box next to each employee
   ii. Click the appropriate workflow button
      1. Approve – mark the hours as approved to be processed by Payroll
      2. Deny and Push Back – reject the submitted hours and follow up with employee

3) To view the details of an employee’s hours needing approval, click the employee’s last name

   a. Click on an employee’s last name to review the details for each reported day
4) Approve the employee’s reported time
   a. To approve, deny, or push back by day for an employee
      i. Click an employee’s last name
      ii. Select the check box next to each day on which you want to take action
      iii. Click the appropriate workflow button
         1. Approve – mark the hours as approved to be processed by Payroll
         2. Deny and Push Back – reject the submitted hours and follow up with employee