







CSU

TIME APPROVALS

Time Approvals Overview

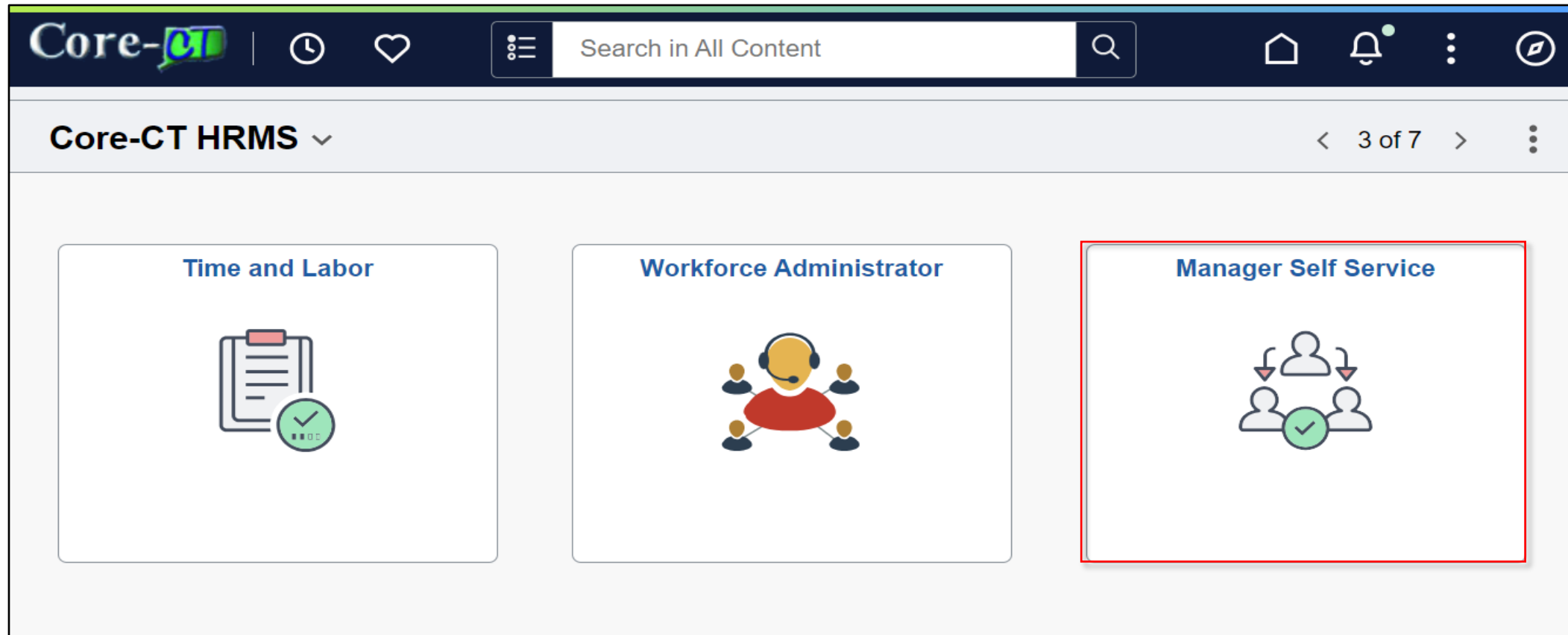


  **Understand** the updated navigation to Time Approvals

  Using the new **T&L WorkCenter** to links and reports

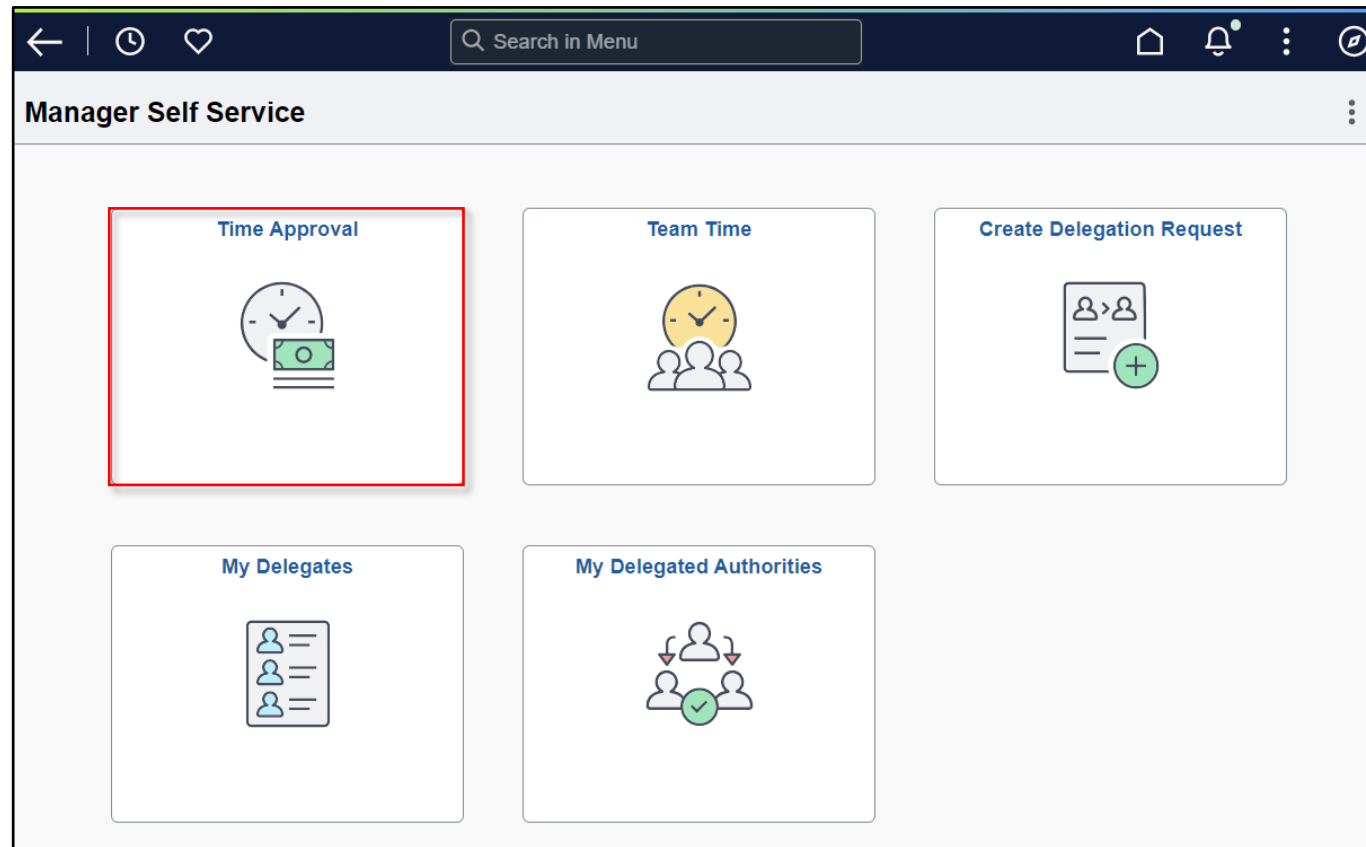
Navigating to Time Approval

From the HRMS homepage, click on the **Manager Self Service** tile.



Navigating to Time Approval

From the **Manager Self Service** page, select **Time Approval**.



Navigating to Time Approval

This is the search page for **Time Approval**. Under the **Employee Selection** section, identifying information for an employee can be entered.

Time Approval

Approve Payable Time

Approve Payable Time

Approve Time for Time Reporters

Employee Selection

Selection Criterion	Set ID	Selection Criterion Value
Time Reporter Group		<input type="text"/>
Employee ID		<input type="text"/>
Empl Record		<input type="text"/>
Last Name		<input type="text"/>
First Name		<input type="text"/>
Department	AGNCY	<input type="text"/>
Location Code	AGNCY	<input type="text"/>
Workgroup		<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

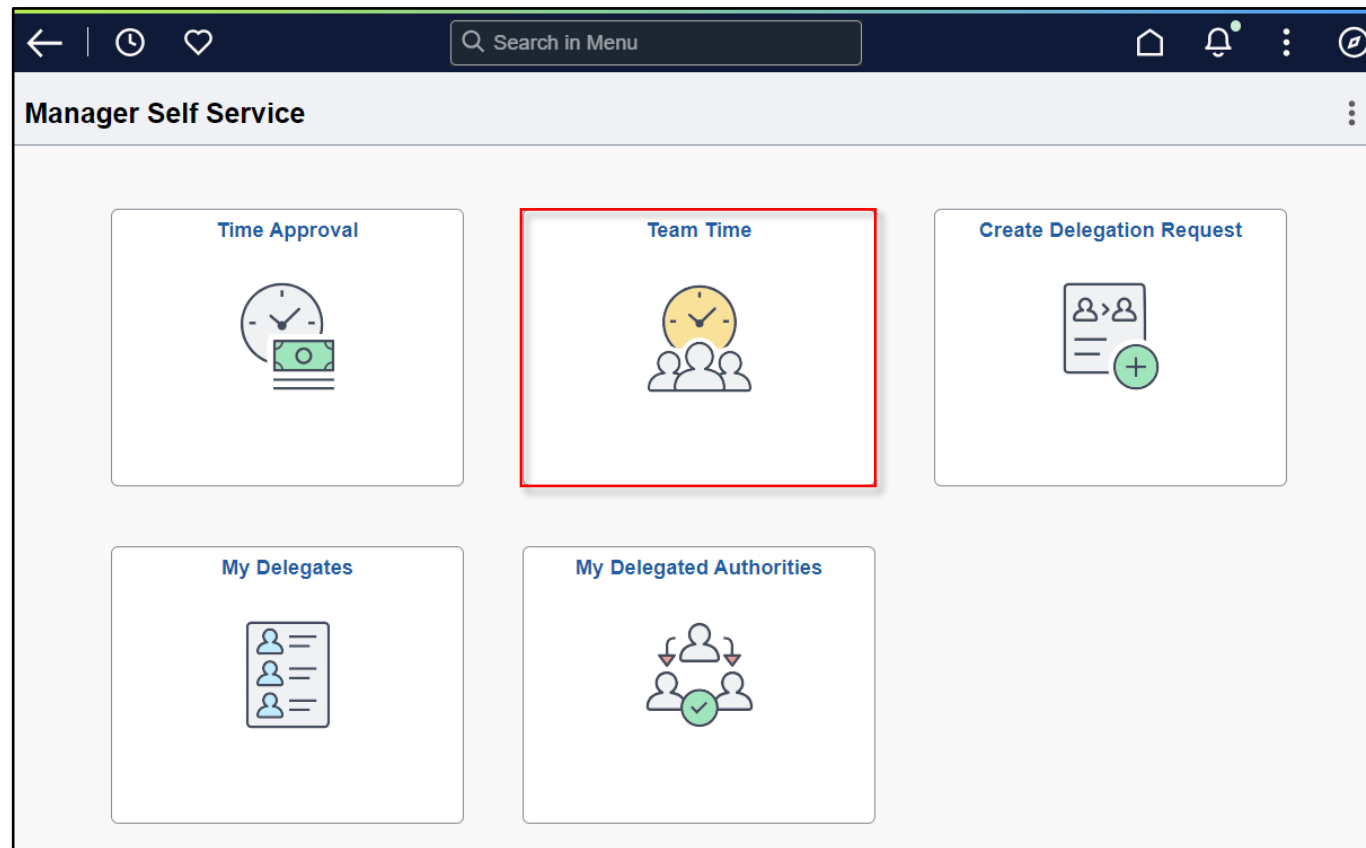
Change Time in View

Start Date 09/10/2024

End Date 09/16/2024

Navigating to Team Time

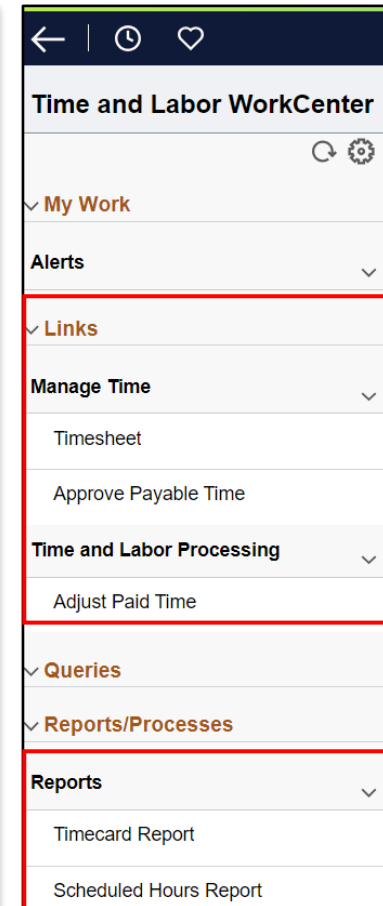
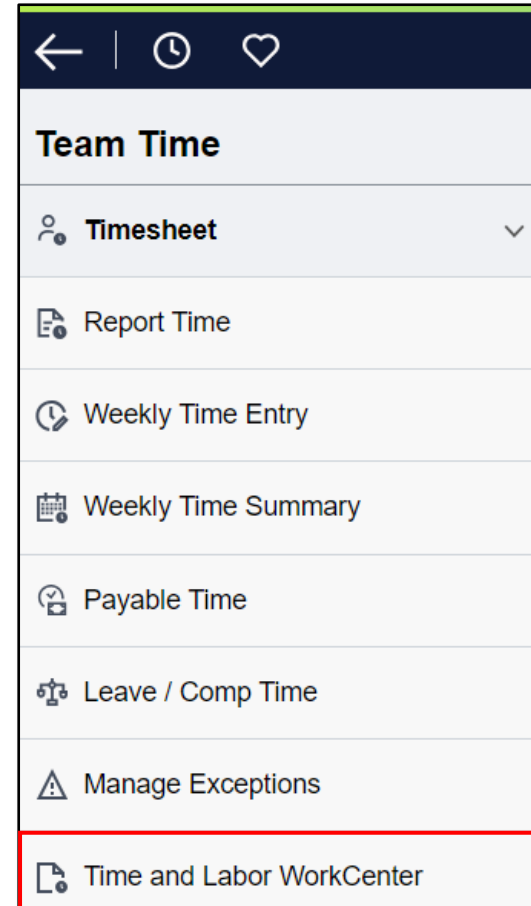
From the **Manager Self Service** page, select **Team Time**.



Time Entry WorkCenter

From the Team Time navigation collection, select the **Time Entry WorkCenter** tab. From the Time Entry WorkCenter use the **Links** or **Reports** drop-down to manage Time Approvals.

WorkCenters are tailored for specific roles, providing a centralized area for users to access key components within Core-CT applications. They allow users to access multiple pages and keep several windows open for efficient daily tasks.





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THANK YOU!