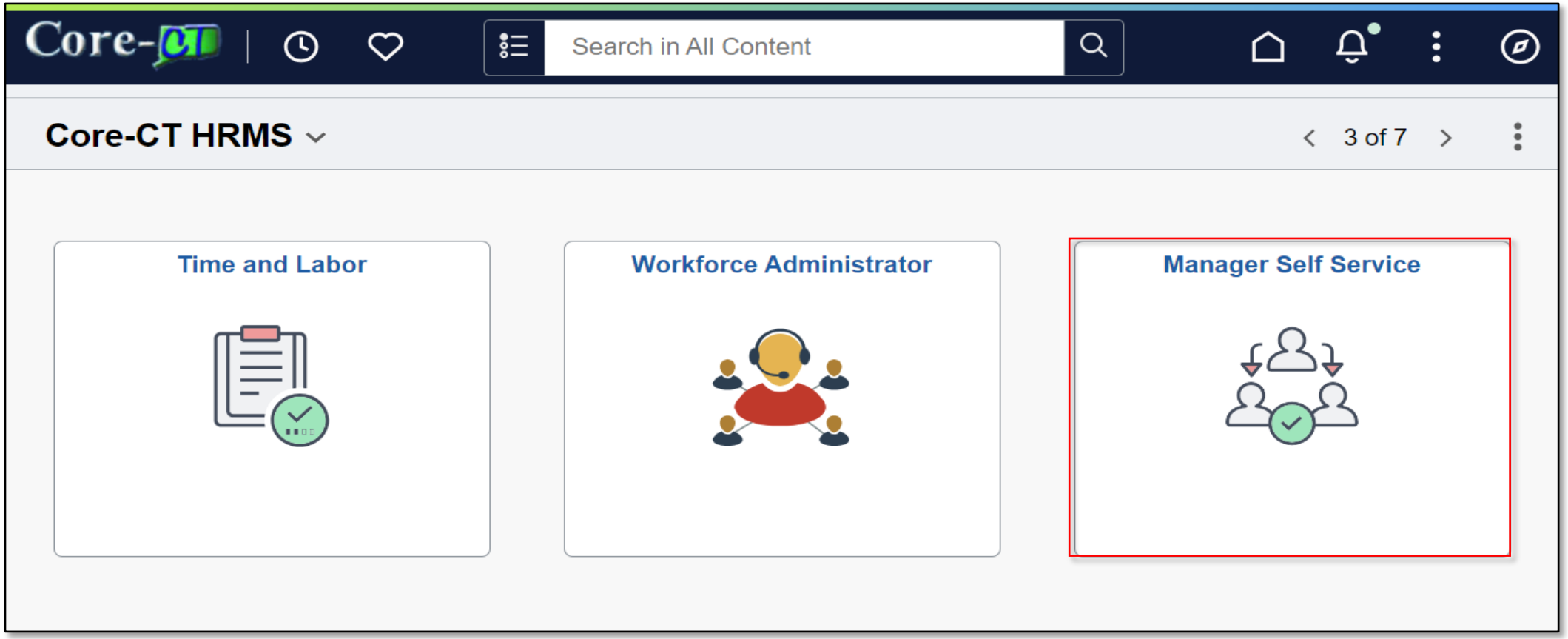
CSCU
TIME APPROVALS

Time Approvals Overview

- **Understand** the updated navigation to Time Approvals
- Using the new **T&L WorkCenter** to links and reports

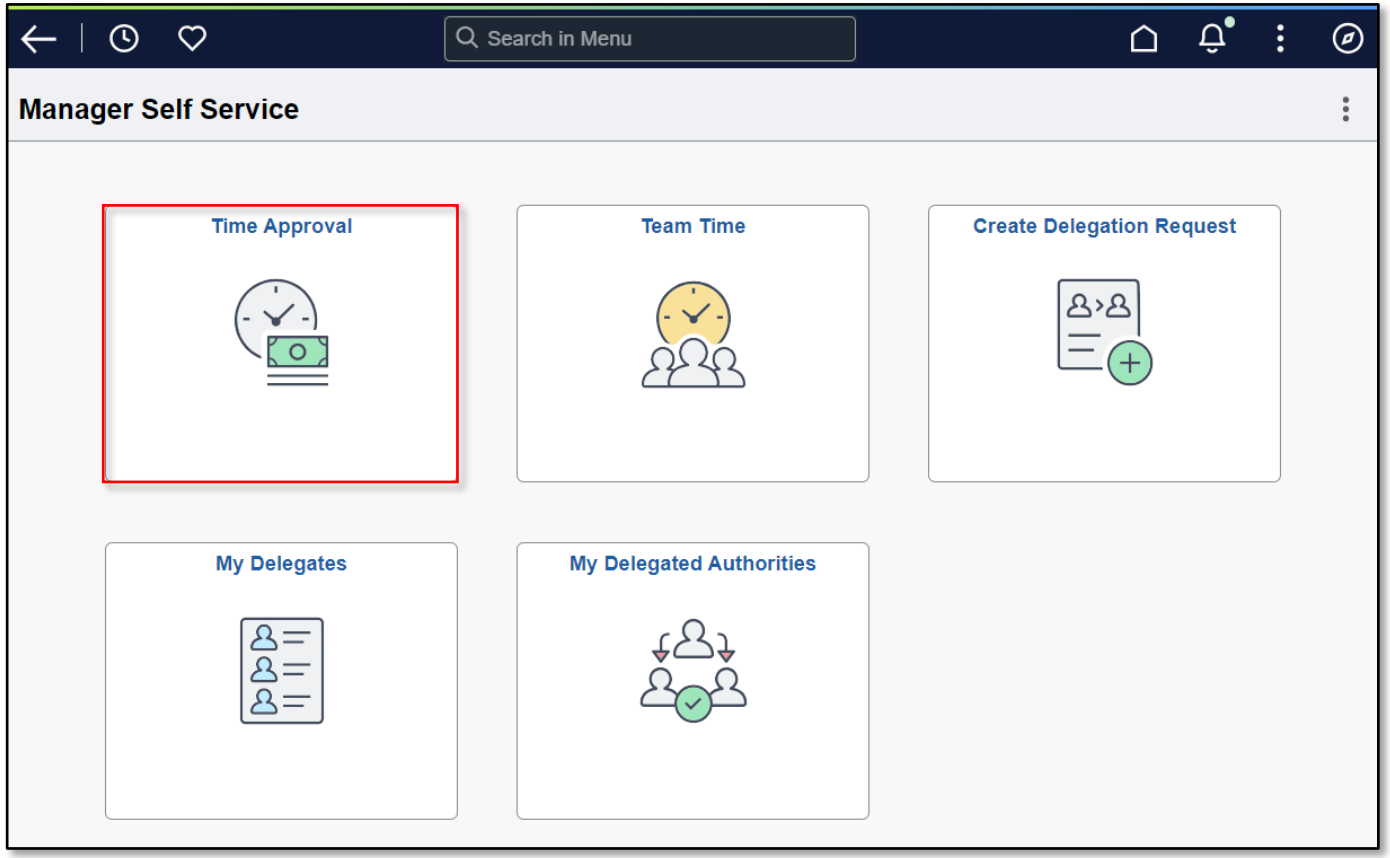
Navigating to Time Approval

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



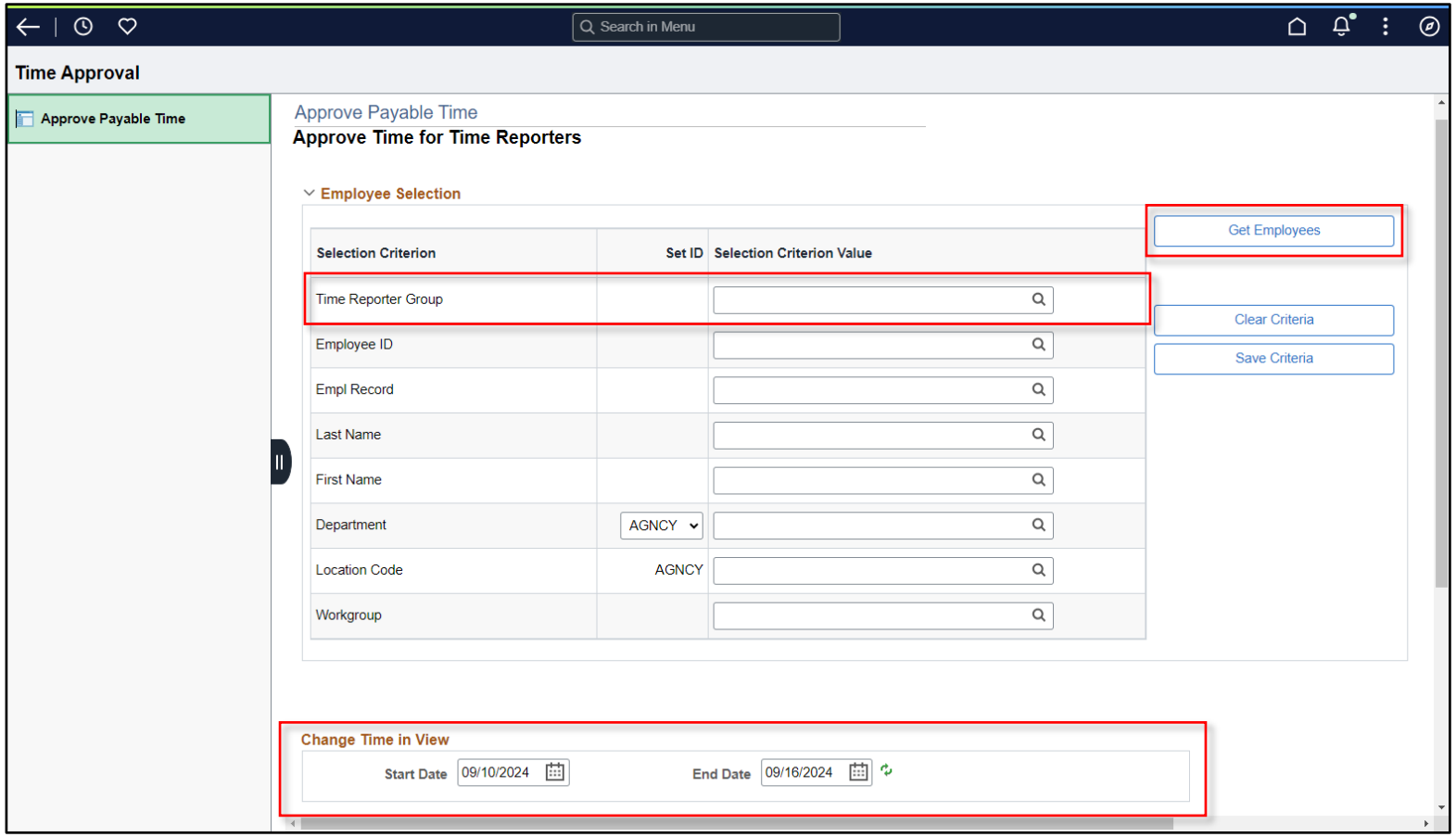
Navigating to Time Approval

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



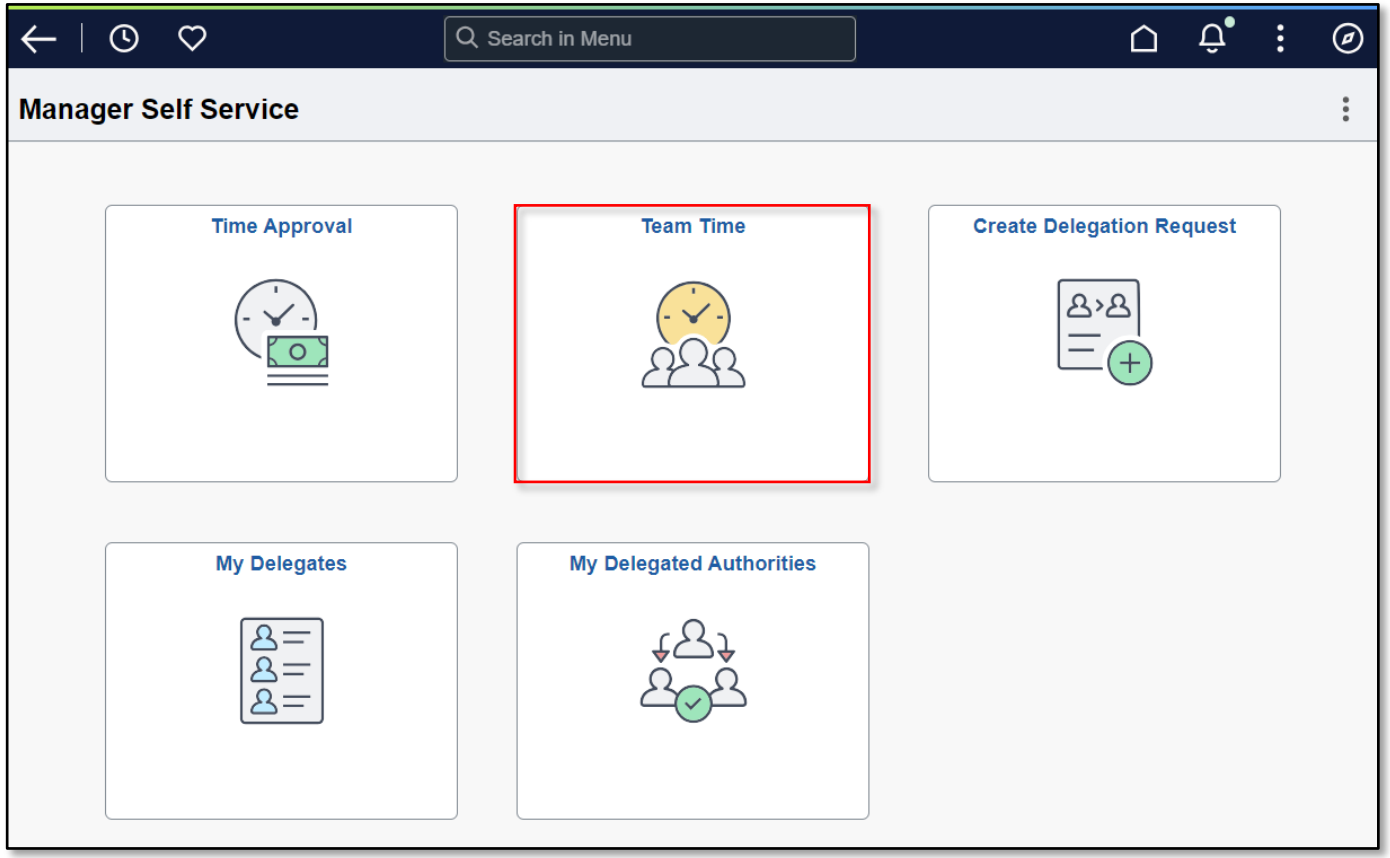
Navigating to Time Approval

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



Navigating to Team Time

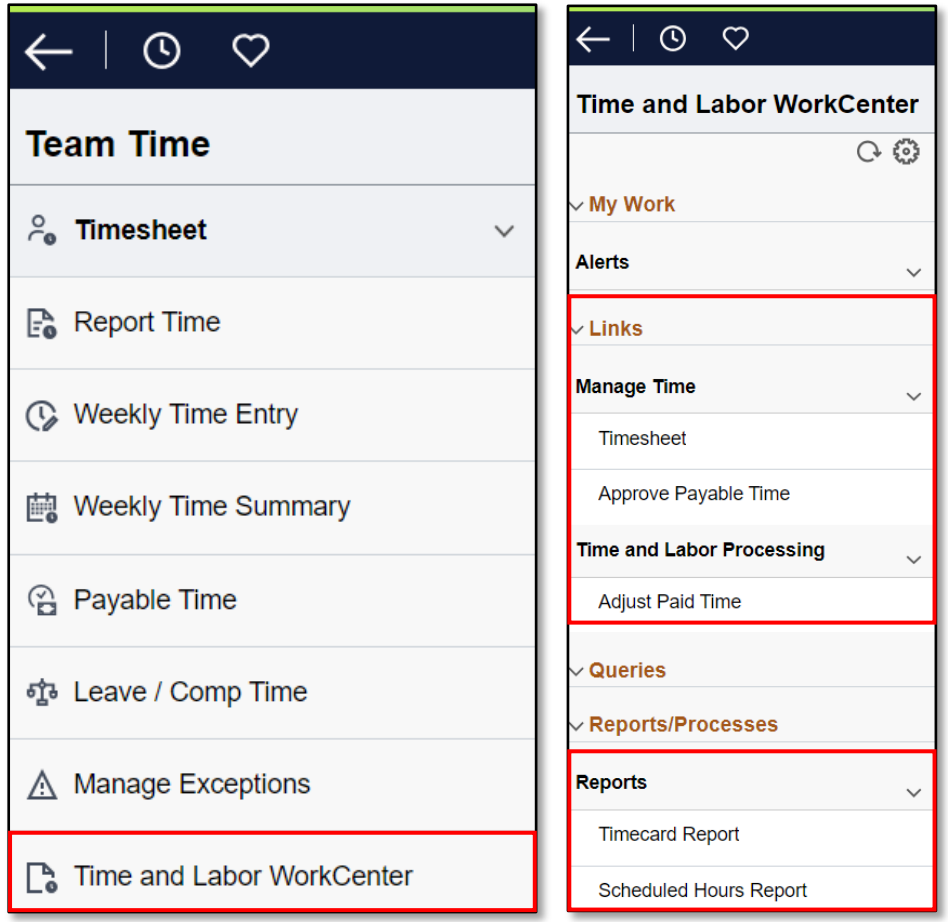
From the **Manager Self Service** page, select **Team Time**.



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!