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UNIVERSITY OF ALBERTA

PeopleSoft HCM

# Approving Payable Time

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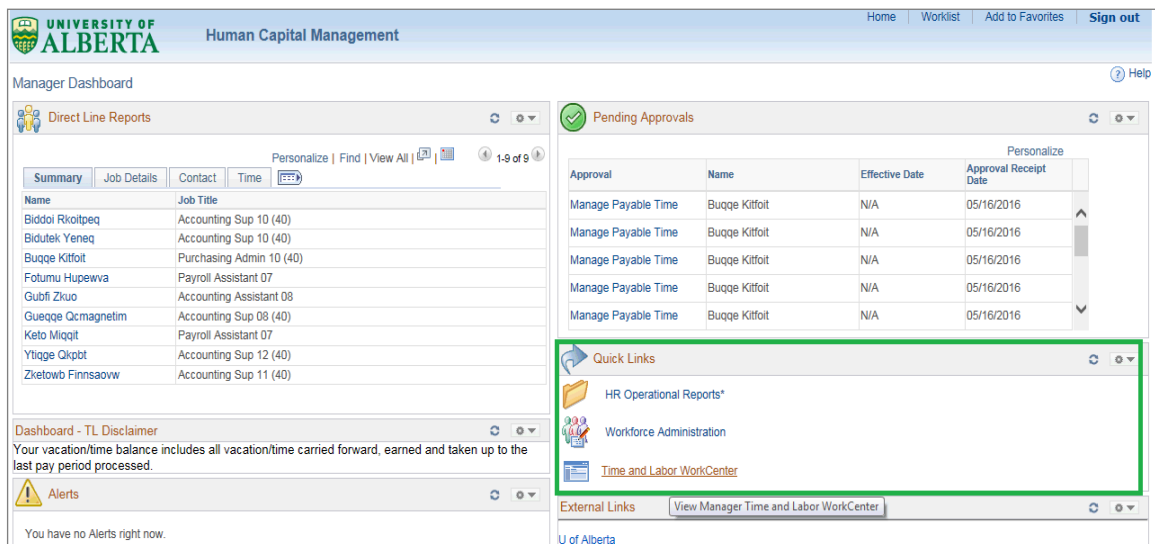
## Approving Payable Time

In this topic, you will learn how to approve payable time, which is the second step in the Time Approval Process.

### Procedure

Navigation Path: [Main Menu](#) > [Manager Self Service](#) > [Time Management](#) > [Time and Labor WorkCenter](#) > [Approve Time](#)

1. The most efficient way to review payable time pending your approval is to navigate to your **Time and Labor WorkCenter**.
2. Within your Manager Dashboard, under the Quick Links area, click the **Time and Labor WorkCenter** link.



The screenshot displays the 'Manager Dashboard' for 'Human Capital Management'. It features a 'Direct Line Reports' table with columns for Name and Job Title, listing various staff members. To the right, there is a 'Pending Approvals' table with columns for Approval, Name, Effective Date, and Approval Receipt Date. Below these tables, a 'Quick Links' section is visible, containing links for 'HR Operational Reports\*', 'Workforce Administration', and 'Time and Labor WorkCenter'. The 'Time and Labor WorkCenter' link is highlighted with a green border.

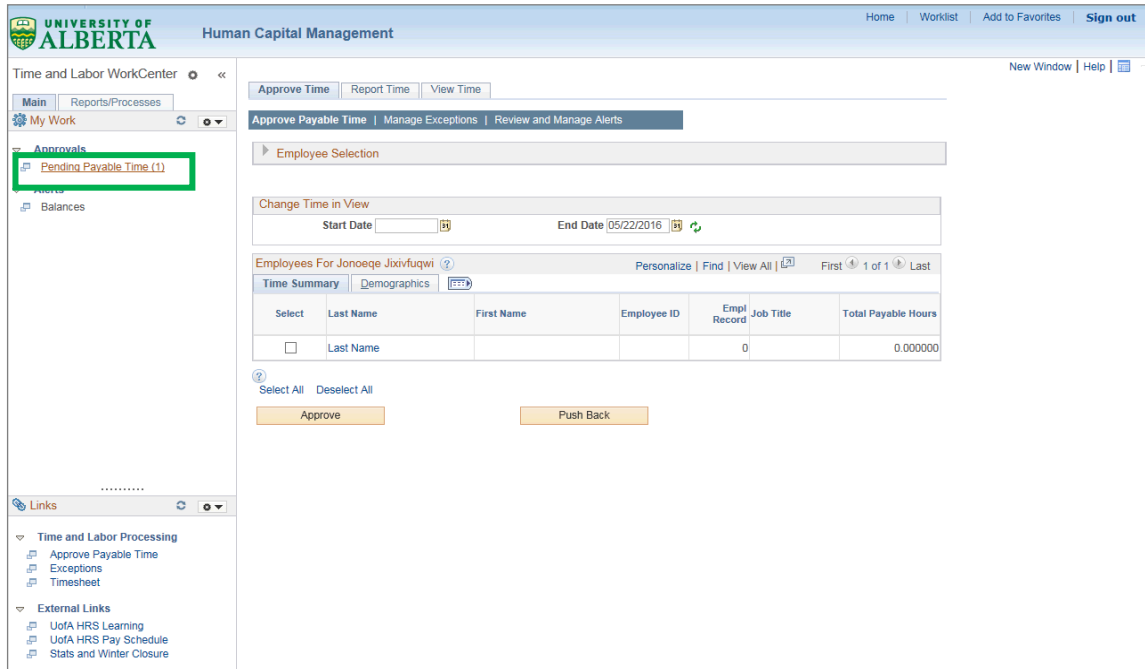
You can also navigate to your Time and Labor WorkCenter using the following navigation path:

[Main Menu](#) > [Manager Self Service](#) > [Time Management](#) > [Time and Labor WorkCenter](#) > [Approve Time](#)

- Before continuing with your approvals, ensure all exceptions are cleared or addressed.

Further details pertaining to Managing Exceptions Errors is provided under a separate topic.

- To view time that requires approval, click the **Pending Payable Time** link.

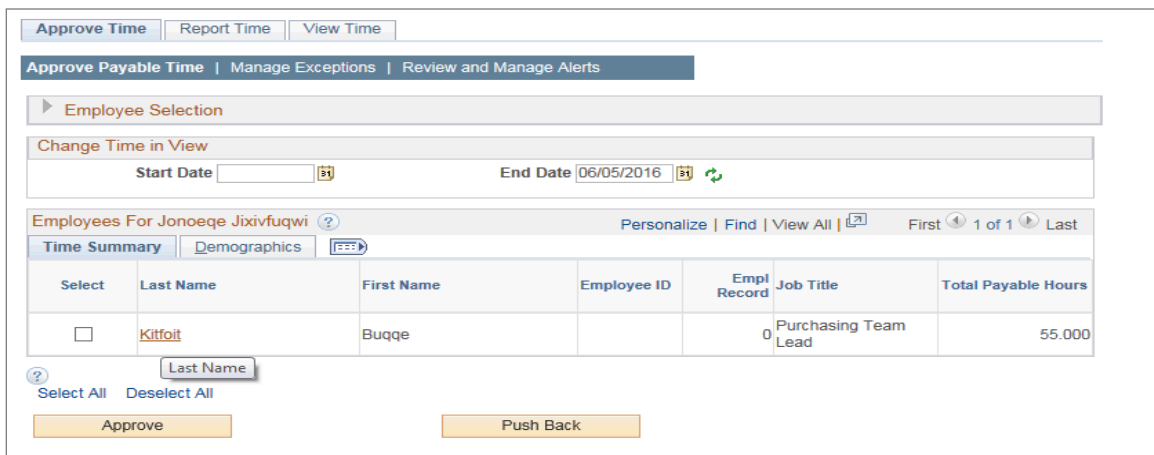


The screenshot shows the 'Approve Payable Time' interface. The left navigation pane has 'Pending Payable Time (1)' highlighted. The main content area includes a table with the following data:

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Total Payable Hours
<input type="checkbox"/>	Last Name			0		0.000000

- A list of your employee's time transactions will be displayed.

In this example there is only one employee with transactions waiting for approval.



The screenshot shows the 'Approve Payable Time' interface with the following table data:

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Total Payable Hours
<input type="checkbox"/>	Kitfoit	Buqqe		0	Purchasing Team Lead	55.000

- To view the details of an employee's time, click the **Last Name** link.

- A detailed list of the employee's hours by day and Time Reporting Code (TRC) will be displayed.

**Approve Payable Time**

**Bugge Kitfoit** Employee ID 0006450  
 Purchasing Team Lead Employment Record 0

Start Date: 06/05/2016  
 End Date: 06/05/2016

**Approval Details** (?)

Select	Date	Time Reporting Code	TRC Descr	Status	Quantity	Type	Business Unit	Combination Code
<input type="checkbox"/>	05/23/2016	615	Overtime @ 1.5x	Needs Approval	5.000	Hours		
<input type="checkbox"/>	05/16/2016	615	Overtime @ 1.5x	Needs Approval	5.000	Hours		
<input type="checkbox"/>	05/17/2016	615	Overtime @ 1.5x	Needs Approval	5.000	Hours		
<input type="checkbox"/>	05/30/2016	615	Overtime @ 1.5x	Needs Approval	5.000	Hours		
<input type="checkbox"/>	05/31/2016	615	Overtime @ 1.5x	Needs Approval	5.000	Hours		
<input type="checkbox"/>	05/26/2016	615	Overtime @ 1.5x	Needs Approval	5.000	Hours		
<input type="checkbox"/>	05/27/2016	615	Overtime @ 1.5x	Needs Approval	5.000	Hours		
<input type="checkbox"/>	05/24/2016	615	Overtime @ 1.5x	Needs Approval	5.000	Hours		
<input type="checkbox"/>	05/18/2016	615	Overtime @ 1.5x	Needs Approval	5.000	Hours		
<input type="checkbox"/>	05/20/2016	615	Overtime @ 1.5x	Needs Approval	5.000	Hours		

Select All Deselect All

Approve
Push Back








[Return to Approval Summary](#)

- Hours submitted for your approval may include comments provided by the employee or timekeeper.

To view the comments column, scroll to the far right.

Employee ID  
Employment Record 0

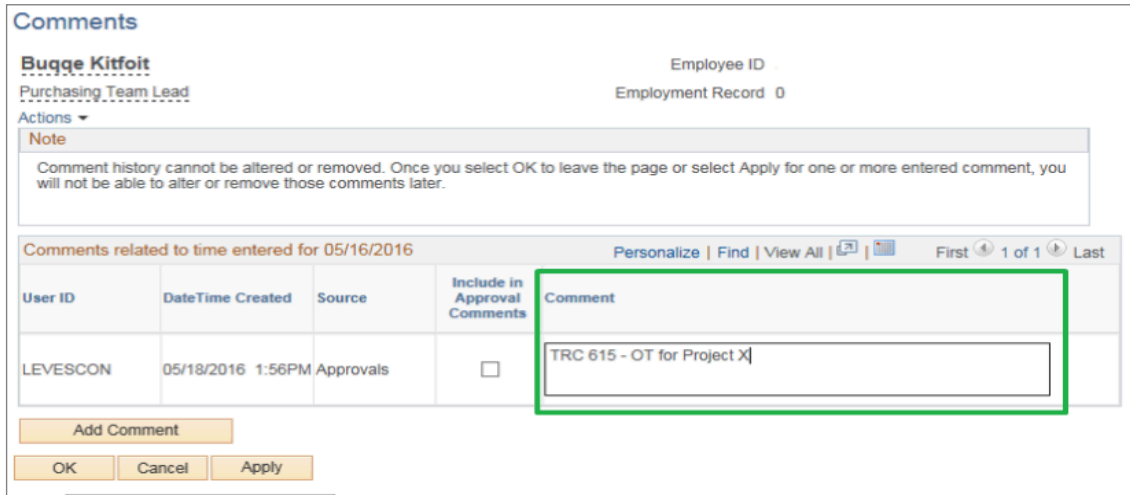
Personalize | Find | View All | First 1-3 of 8 Last

Quantity	Type	Business Unit	Combination Code	ChartFields	Adjust Reported Time	Comments
5.000	Hours			ChartFields	Adjust Reported Time	
5.000	Hours			ChartFields	Adjust Reported Time	 <span style="border: 1px solid #ccc; padding: 2px;">Comments</span>
5.000	Hours			ChartFields	Adjust Reported Time	
5.000	Hours			ChartFields	Adjust Reported Time	
5.000	Hours			ChartFields	Adjust Reported Time	
5.000	Hours			ChartFields	Adjust Reported Time	
5.000	Hours			ChartFields	Adjust Reported Time	

Speech bubbles with writing indicate a comment has been entered for that day.

- To view the comments, click the **Comments** option.

10. Any **Comments** entered will appear in the comment box on the right.



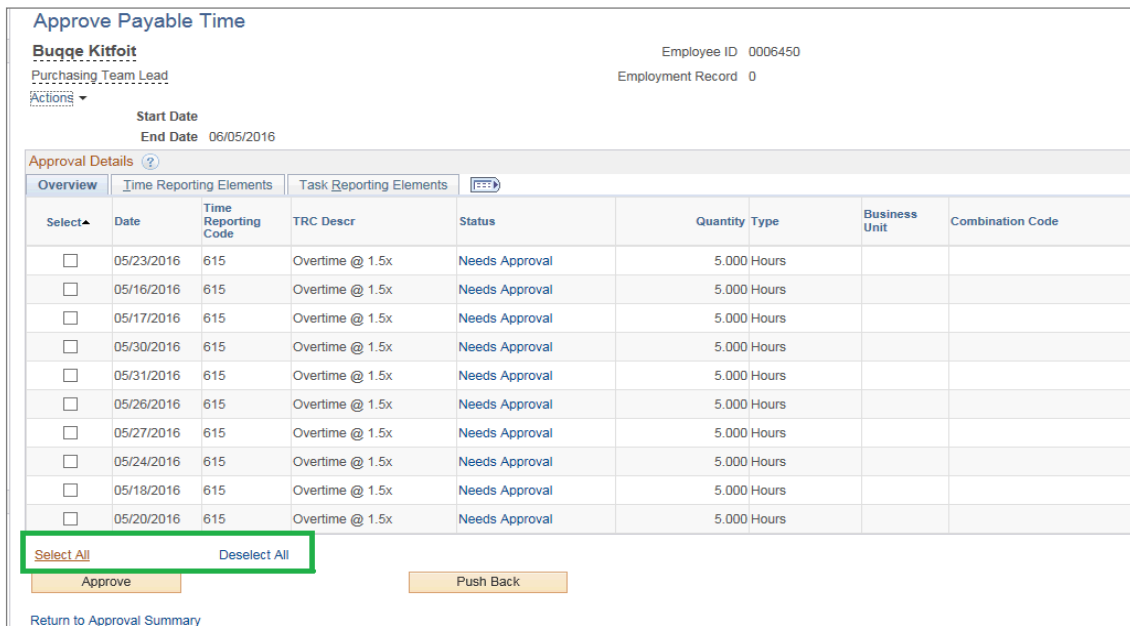
11. You can also choose to add your own comments.

Refer to the topic 'Adding Comments to Entered Time' for further instructions if required.

12. To exit the **Comments** page, click the **Cancel** button.

13. You are returned to the **Approve Payable Time** page.

At the bottom of the grid are the **Select All** and the **Deselect All** options.



14. Clicking on the **Select All** option will mark all rows in the grid as ready to be actioned.
15. Only use the **Select All** function if you are comfortable with the information submitted without reviewing every submission.

**It is recommended that each line be reviewed prior to approval.**

16. The **Deselect All** option is used to remove the check mark from the rows you previously selected.
17. To approve a specific line(s), select the row(s) you want to approve.

In this example, click the **Select** option for the second row.

**Approve Payable Time**

**Bugge Kitfoit** Employee ID 0006450  
 Purchasing Team Lead Employment Record 0  
 Actions ▾

Start Date  
End Date 06/05/2016

**Approval Details** ?

Select	Date	Time Reporting Code	TRC Descr	Status	Quantity	Type	Business Unit	Combination Code
<input type="checkbox"/>	05/27/2016	615	Overtime @ 1.5x	Needs Approval	5.000	Hours		
<input checked="" type="checkbox"/>	05/16/2016	615	Overtime @ 1.5x	Needs Approval	5.000	Hours		
<input type="checkbox"/>	05/26/2016	615	Overtime @ 1.5x	Needs Approval	5.000	Hours		
<input type="checkbox"/>	05/31/2016	615	Overtime @ 1.5x	Needs Approval	5.000	Hours		
<input type="checkbox"/>	05/30/2016	615	Overtime @ 1.5x	Needs Approval	5.000	Hours		
<input type="checkbox"/>	05/19/2016	615	Overtime @ 1.5x	Needs Approval	5.000	Hours		
<input type="checkbox"/>	05/17/2016	615	Overtime @ 1.5x	Needs Approval	5.000	Hours		
<input type="checkbox"/>	05/18/2016	615	Overtime @ 1.5x	Needs Approval	5.000	Hours		
<input type="checkbox"/>	05/23/2016	615	Overtime @ 1.5x	Needs Approval	5.000	Hours		
<input type="checkbox"/>	05/20/2016	615	Overtime @ 1.5x	Needs Approval	5.000	Hours		

Select All      Deselect All  
Approve      Push Back

[Return to Approval Summary](#)

18. Once you have reviewed and verified the selected time transactions, click the **Approve** button.
19. If there are no errors, a message will appear asking you to confirm your approval request.

**Message**

Are you sure you want to approve the time selected? (13504,2500)

Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

20. Click the **Yes** button.
21. Another message will appear confirming your save was successful.  
Click the **OK** button.
22. Congratulations! You have completed the training on Approving Payable Time.  
For reference materials and more tutorials please see the links provided below.

**End of Procedure.**



For **Employees**, all PeopleSoft HCM Learning Reference Materials are available within the Faculty & Staff website under the applicable sections of the Employee Self Service web page (<https://www.ualberta.ca/faculty-and-staff/my-employment/employee-self-service>).



For **HR Professionals**, all PeopleSoft HCM Learning Reference Materials are available within the Human Resource Services website under the PeopleSoft Training web page (<https://www.ualberta.ca/human-resource-services/managing-administration/peoplesoft-training>).



Refer to the Online Learning web page (<https://www.ualberta.ca/human-resource-services/managing-administration/peoplesoft-training/online-learning>) within the Human Resource Services website for all Online Tutorials and videos.