Approving Hours Job Aid

Hours must be approved by both the employee themselves and their Manager. It is suggested that Managers review and approve hours on a weekly basis. Managers can approve hours from the Hours screens or through their Dashboard widget.

Individual or Group Hours Screen

1. Navigate to the hours using either the Individual Hours (Hours > Individual Hours) or Group Hours (Hours > Group Hours) screen.
2. Either select the desired employee or group of employees.
3. If necessary, adjust the Start and End dates to view the appropriate time span.
4. Once the hours have been reviewed, and amended if necessary, and found to be correct, click the individual checkboxes in the column below the “M” to approve the hours within that segment.

Alternately, click the Manager icon to approve all hour segments for an employee.
Required Approvals Dashboard Widget

Managers can also review the Required Approvals widget on the Manager Dashboard for any hours that need approval. The Jump to Group Hours link will go to the Group Hours screen and display only the employee hours that need approval.

Managers can approve hours from this widget using the checkmark beside the hours to be approved.