**Approving Time**

This Quick Reference Guide provides the basics for approving time after it has been **reviewed by a Timekeeper** and is ready to be approved by you. This guide is not a comprehensive reference of all scenarios you may see.  If you have questions or need further information, please contact your Department HR Contact or Timekeeper.

**Create a Desktop Shortcut to PeopleSoft HCM – One Time Setup Only**



A Job Aid has been provided containing detailed steps on how to create a Desktop Shortcut to PeopleSoft HCM.

**Sign-in to PeopleSoft - Then its 6 Clicks to Approval Success**

FIRST, a Time Auditor/Timekeeper must review the Employee’s Payable Time before you follow these steps.

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| 1. **Click** on your PeopleSoft HCM Desktop Shortcut 2. Sign into PeopleSoft HCM |  |
| 1. **Click** on **Time & Labor WorkCenter** Link within your Manager Dashboard |  |
| 1. **Click** **Pending Payable Time** |  |
| 1. **Click Select All** |  |
| 1. **Click Approve** |  |
| 1. **Click Yes** to confirm and complete the approval |  |
| 1. Close out of PeopleSoft HCM |  |

**Helpful Hints**

* Time Administration runs at Noon and 7 pm Monday – Friday. The ability to approve hours submitted by your employee is dependent upon Time Administration run times and when the time entered was submitted to you for approval.
* Leave yourself time to approve Payable Time.
* Know your Approval **Cut-off Times**. Check with your Department HR Contact or Timekeeper to confirm.
* Below are examples of Time Entry and Approval timing:

Example 1:

Step 1: Employee enters time on timesheet at the end of their shift – **4:30 pm**

Step 2: Time Administration run – **7:00 pm**

Step 3: Pending Payable time will show on your Dashboard – after **8:00 pm\***

Example 2:

Step 1: Employee enters time for the previous day – **11:00 am**

Step 2: Time Administration run - **Noon**

Step 3: Pending Payable time will show on your Dashboard – after **1:00 pm\***

\*Time Administration runs are in a queue with other batch processes which could impact when you actually see Payable Time

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| http://127.0.0.1:58279/Docs/758356b3-d453-4ed5-b252-4ab155fe6a62/64b99d09-6891-4d38-93ac-e6e1f0d49b45/Parts/images/4bcvbive.01.png | **IMPORTANT!** If you are unsure if the time entered is correct, contact your Timekeeper or Department HR Contact for assistance. |