This document will outline instructions on how to approve your student or LTE’s electronic timesheet. In general, employees should enter their time by the last Friday of the pay period. Then you may approve their time on Monday after the hours process.

What you should know: If the above deadline is not met by the employee and time is entered on Monday of the payroll week, you will need to know the following: You must wait to approve until the employee enters all hours on their timesheet. After that, you must also wait for the system process to run and “pick up” the hours entered by the employee. The system process (called Time Admin) runs at 9am, 11am, 1pm and 3pm every day. Once Time Admin finishes processing (about 45 mins) you may go in to approve your employee’s time.

If you need assistance approving your employee’s hours, contact Jenny Hergenrother at jhergenrother@uwsa.edu or 263-2146.

1. Log in to your MyUW portal at https://my.wisconsin.edu
   a. Choose University of Wisconsin – System Administration as your organization

   ![Select your organization](image)

   b. Log in with your credentials (the same credentials used to log in to Zimbra Mail)

   ![Log in to MyUW portal](image)
2. Scroll down to the Manager Time and Approval box – click the Approve Payable Time link

3. Log in with your credentials again

4. You will be brought to the Approve Payable Time screen in HRS. To pull up employees assigned to you – click the magnifying glass next to the Group ID box.

**Approve Payable Time**

**Approve Time for Time Reporters**
5. Select your Supervisor Group ID.

**Look Up Value**

Search by: Group ID begins with

- Look Up
- Cancel
- Advanced Lookup

**Search Results**

View All | First 1-2 of 2 | Last

<table>
<thead>
<tr>
<th>Group ID</th>
<th>Group Type</th>
<th>Indicator Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>B4988</td>
<td>Static</td>
<td>UW_Supervisor_00347191</td>
</tr>
<tr>
<td>C2563</td>
<td>Static</td>
<td>UW_Spr_Backup_00347191</td>
</tr>
</tbody>
</table>

If you are a back-up approver for someone, you will choose your Back-Up Supervisor ID.

6. Click “Get Employees” (Note: hitting the Enter button will not bring up your employees)

**Approve Payable Time**

**Approve Time for Time Reporters**

- **Clear Selection Criteria**
- **Save Selection Criteria**
- **Get Employees**

**Employee Selection Criteria**

- **Value**
  - Group ID: B4988
  - EmplID
  - Empl Rcd Nbr
  - Last Name
  - First Name
  - Business Unit
  - Job Code
  - Department
  - Company
  - North American Paygroup
  - Workgroup

No employees were returned for the time period specified.

- **Start Date:** 01/13/2013
- **End Date:** 01/20/2013

Go To: Manager Self Service
- Time Management

Dates will automatically populate to the payroll that is currently calculating.
7. The employees that have hours ready for approval will show up below. Their total hours worked will appear under Total Payable Hours.

![Employee list]

8. Click on the employee’s name and it will bring up their detailed payable time. After reviewing their detailed hours, click the box next to the hours and days you approve of (may click Select All to select all days). Then click Approve.

![Approve Payable Time]

Be sure to click on View All if it's highlight to capture all hours.

9. An authorization screen will appear – click OK. (Note: Time can be changed after it is approved, please contact me if this is necessary.)

![Authorization screen]
10. You will receive a confirmation that the hours were approved. Click OK and you will be returned to the Approval Details page. Click Return to Approval Summary to return to the main Payable Time Screen.

11. Once back on the main screen, repeat for all employees until you see the message “No employees were returned for the time period specified” – that means all the hours available for approval have been approved.

12. You may now exit HRS.