

Note for Managers/Time Keepers:

*All time for student employees must be approved by the Monday at noon before pay day
(view the Bi-Weekly Pay Schedule for specific dates)*

1. Click on the **Inbox** button located at the top right corner of the screen
2. An action item labeled as **Time Entry** will appear in the **Inbox** after a subordinate has submitted their time
3. Review the **Time Entry** for approval (*Note: if your employee works multiple jobs on campus, make sure the time they entered is for your department and not one of their other jobs*)
4. Click the orange **Approve** button located on the bottom left of the page in order to approve the time submitted by the subordinate; or click **Send Back** if you would like the student to adjust the hours they submitted