Mobile Time Approval (MSS & TA Job Aid)

Authored by Claire Souter • 2h ago • 30 Views • ()() () () ()

Introduction

Managers and Time Approvers will use the NAV Bar to access Manager Self Service for Mobile Time Approvals.

Instructions

Mobile Device Path: NavBar: Navigator > Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time.

- 1. Use the Employee Selection Criteria section to input Group and/or Employee search data.
 - a. **Managers** and **Time Approvers** may use **Get Employees** or input an approval Group ID to quickly retrieve all assigned employees.
 - b. **Practitioners** who also have time approval responsibilities, may want to input their approval Group ID to limit search results to all assigned employees. Once the Group ID has been input, click **Get Employees**.
- 2. Once retrieved, follow normal approval guidelines to approve reported time for your employees.

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