

**Approving Faculty/Staff Time** URL: <https://cmsweb.calstatela.edu/psp/HLAPRD/?cmd=login>

Navigation: *Manager Self Service > Time Management > Approve Time and Exceptions > Approve Reported Absences* **or** *Approve Time and Absences (OT, Shift and Dock Time)*

Select	Empl ID	Empl Rcd	Current Period Absence	Name	Status	Dept ID	Dept Name	Position	Job Code	Job Title
<input checked="" type="checkbox"/>		0	Appr	Doe, John M.	Active	500200	Administrative Technology	00005932	0420	Info Tech Consultant 12 Mo
<input checked="" type="checkbox"/>		0	Sub	Employee, Substitute	Active	500200	Administrative Technology	00000263	0420	Info Tech Consultant 12 Mo
<input checked="" type="checkbox"/>		0	Appr	Manager, Department	Active	500200	Administrative Technology	00000519	3312	Administrator II
<input checked="" type="checkbox"/>		0	Sub	Person, Pretend	Active	500200	Administrative Technology	00001324	0420	Info Tech Consultant 12 Mo
<input checked="" type="checkbox"/>		1	Appr	Person, Pretend	Active	500200	Administrative Technology	00004255	0420	Info Tech Consultant 12 Mo
<input checked="" type="checkbox"/>		0	Appr	Test, Admin J	Active	500200	Administrative Technology	00002131	0420	Info Tech Consultant 12 Mo
<input checked="" type="checkbox"/>		0	Sub	Test, Employee	Active	500200	Administrative Technology	00003030	0420	Info Tech Consultant 12 Mo

Buttons:

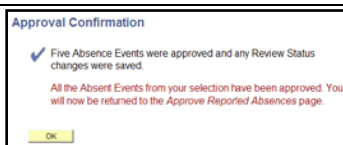
1. Click on **Select All** or the box next to the employee name to select certain employees.
2. Click the **Continue** button to display the list of employee Absence entries awaiting approval, absences that are submitted "Sub".

If you are an alternate approver, your list of employees will include those who report to the person you are backing up. If you see the icon, you can drill down to see the direct reports for that manager and approve time for his employees. You can drill down multiple levels depending on your reporting structure

Empl ID	Rcd#	Name	Absence Name	Begin Date	End Date	Duration	Unit Type	Approve	Review Status	Entry Comments	Add Comment
1	0	Employee, Substitute	Vacation	12/19/2011	12/19/2011	8.00000	Hours	<input checked="" type="checkbox"/>	Reviewed		<a href="#">Add Comment</a>
2	0	Employee, Substitute	Sick - Family Care	12/15/2011	12/15/2011	5.00000	Hours	<input checked="" type="checkbox"/>	Reviewed	<a href="#">Entry Comments</a>	<a href="#">Add Comment</a>
3	0	Person, Pretend	Personal Holiday	12/07/2011	12/07/2011	1.00000	Days	<input checked="" type="checkbox"/>	Reviewed		<a href="#">Add Comment</a>
4	0	Test, Employee	Sick - Self	12/30/2011	12/30/2011	8.00000	Hours	<input checked="" type="checkbox"/>	Reviewed		<a href="#">Add Comment</a>
5	0	Test, Employee	Sick - Self	12/01/2011	12/01/2011	2.00000	Hours	<input checked="" type="checkbox"/>	Reviewed		<a href="#">Add Comment</a>

Buttons:

3. If all the time is correct, click on the **Select All** button or individually check boxes to approve select employees. Click on **Submit**. If time needs to be corrected, refer to the section "Approve Reported Absences/Approve Time and Absences page", Review Status.



- Click on **OK** to confirm, you will return to the Approve Reported Absences page, time that was in the "Sub" status will be changed to "Appr".

## Approving Student/Positive Attendance/OT/Shift/Docks

Navigation: Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time

**Approve Payable Time**

**Approve Time for Time Reporters**

Employee Selection Criteria

Description	Value
Group ID	ETS
EmplID	
Empl Rcd Nbr	
Last Name	
First Name	
Job Code	
Department	

Get Employees

Start Date: 10/01/2008 End Date: 10/30/2008

Select an employee and click on the approve button below to approve the employee's time for the time period. Click on the employee's name to view and/or approve the employee's time. You may expand the date range by changing the start and end dates or by leaving them blank. Leave both date fields blank to return all employees with payable time that needs approval.

Select	Name	Employee ID	Empl Rcd Nbr	Job	Job Description	Total Payable Hours	Department	Business Unit	Location Code	Position Number	Company
<input type="checkbox"/>	Student	CIN	1	1870	Student Assistant	65.000000	200132	CSULA	200132	00004927	LA
<input type="checkbox"/>	Name		0	1868	Student-NonResident Alien Tax	48.000000	200132	CSULA	200132	00006453	LA
<input type="checkbox"/>			0	1870	Student Assistant	89.000000	200132	CSULA	200132	00004927	LA

Select All Clear All

Approve

Go To: [Manager Self Service](#) [Time Management](#)

All employees with time to approve within the date range will be viewable.

**Group ID:** enter the approver group id (ends with 'A'), this group id does not include work study. Do not approve any work study time, Job Code 1871 and 1872.

**Group ID:** \_\_\_\_\_

**Start Date/End Date:** enter the pay calendar dates. **IMPORTANT:** these days must be correct or else the time will not be accurate.

Click on 'Get Employees'.

Verify the hours in the Total Payable Hours column, if correct, click on the check box in the Select column. Click on 'Approve' once you are finished, you will be asked to confirm your request, confirm and you will return to the Approver page.