1. The **Manager Service Center** is where managers will perform Manager related tasks.

2. Select the **Time and Labor WorkCenter**
Once selected, you will see any pending approvals on the left side. On the right side you will see the employees who report to you.
Select the **Pending Payable Time** link. The employees with pending time to approve will list on the right side.

If **Pending Payable Time** displays a number in parenthesis ( ), and you do not see the correct number of names, or any names, in the **Approve Payable Time** box, adjust the dates. By practice it is helpful to just use 12/31/yyyy as the end date.
Refresh the dates and more employees will appear. Then select the employee you would like to review.
5. Select the employee with time to approve.

6. Select the individual dates or Select All and press approve, deny, or push back depending on your situation.
Once you approve, a **pop-up** box will appear requesting verification. Select **Yes** if you are sure.

Press **OK** to complete the process when the po-up box appears.