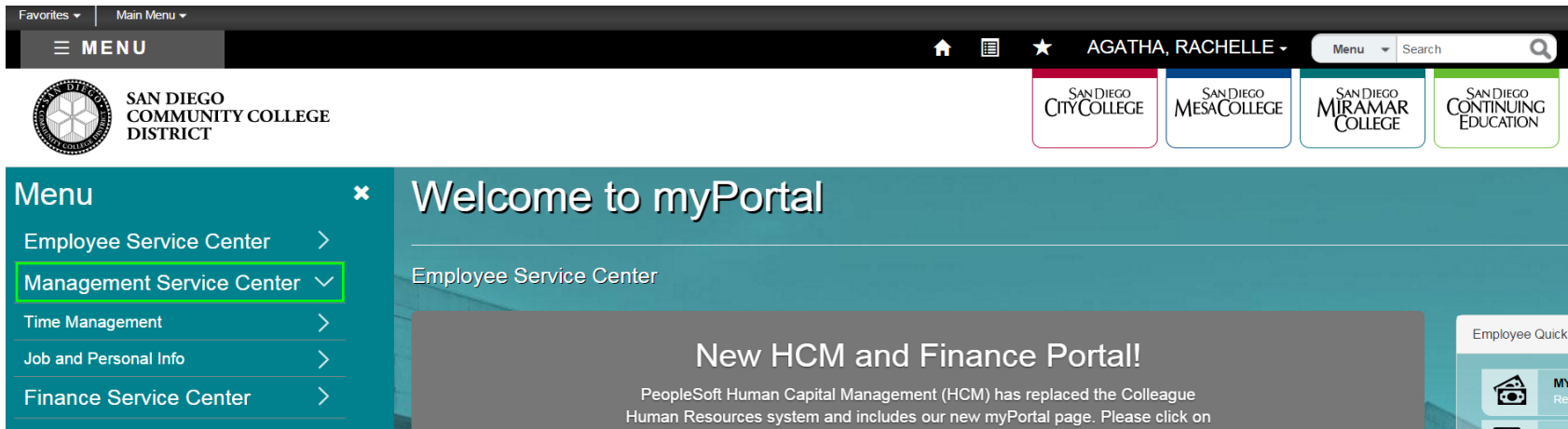


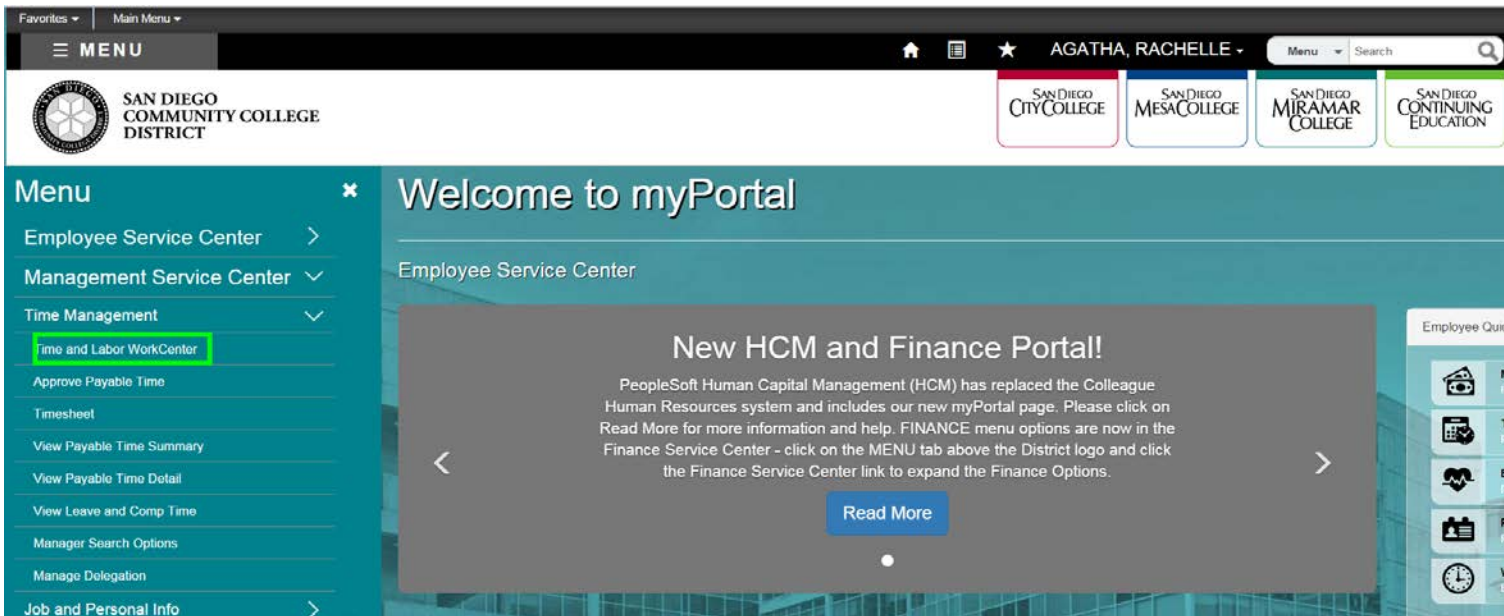
MESA HCM JOB AID

MANAGER SERVICE CENTER - APPROVING TIME & LEAVE

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



2 Select the **Time and Labor WorkCenter**



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MANAGER SERVICE CENTER - APPROVING TIME & LEAVE

3 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.

The screenshot shows the 'Manage Payable Time' interface. On the left, the 'Approvals' section is highlighted with a green box, showing 'Pending Payable Time (4)'. The main content area is titled 'Employees For Rachelle Agatha' and contains a table with the following data:

Last Name	First Name	Employee ID	Employment Record	Job Title	Hours to be Approved	Hours Approved or Submitted	Denied Hours	Exception
Dang	Lynn	[REDACTED]	0	Accounting Supervisor	0.000000	0.000000	0.000000	
Fernandez	Francisco	[REDACTED]	0	Receiving Stockroom Supervisor	0.000000	0.000000	0.000000	
Garcia	Erica	[REDACTED]	0	Accounting Supervisor	0.000000	0.000000	0.000000	
George	Taj	[REDACTED]	0	Administrative Technician	0.000000	0.000000	0.000000	
Hedgecoth	Penny	[REDACTED]	0	Dist Repro Digital Prod Supv	0.000000	0.000000	0.000000	
Lasko	Lynn	[REDACTED]	0	Business Office Support Supv	0.000000	0.000000	0.000000	

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MANAGER SERVICE CENTER - APPROVING TIME & LEAVE

4 Select the **Pending Payable Time** link. The employees with pending time to approve will list on the right side.

A 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/xxxx as the end date.

Time and Labor WorkCenter

Main Reports/Processes Others

My Work

Approvals

Pending Payable Time (4)

Announcements

No Current Announcements.

Approve Payable Time

Approve Time for Time Reporters

Employee Selection

Change Time in View

Start Date 12/26/2015

End Date 01/31/2016

Employees For Rachelle Agatha

Time Summary Demographics

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Total Payable Hours
<input type="checkbox"/>	Hedgecoth	Penny		0	Dist Repro Digital Prod Supv	

Time Administration Run Control
 Manager Self Service
 Time Management

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MANAGER SERVICE CENTER - APPROVING TIME & LEAVE

- B Refresh the dates and more employees will appear. Then select the employee you would like to review.

Time and Labor WorkCenter

Main Reports/Processes Others

My Work

Approvals

Pending Payable Time (4)

Announcements

No Current Announcements.

Approve Payable Time

Approve Time for Time Reporters

Employee Selection

Change Time in View

Start Date 12/26/2015 End Date 12/30/2016

Employees For Rachelle Agatha

Time Summary Demographics

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Total Payable Hours	Comp Time Eaned	Comp Time Taken
<input type="checkbox"/>	Garcia	Erica		0	Accounting Supervisor			
<input type="checkbox"/>	George	Taj		0	Administrative Technician			
<input type="checkbox"/>	Hedgecoth	Penny		0	Dist Repro Digital Prod Supv			

Time Administration Run Control

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MANAGER SERVICE CENTER - APPROVING TIME & LEAVE

5 Select the employee with time to approve.

The screenshot shows the 'Approve Payable Time' interface. On the left, the 'My Work' sidebar shows 'Approvals' with 'Pending Payable Time (4)'. The main area displays the employee 'Erica Garcia', Accounting Supervisor, with a red box around her name. Below her name, the start and end dates are 12/26/2015 and 12/30/2016. The 'Approval Details' table is shown with two rows of VAC time, both with a status of 'Needs Approval'. The 'Select' column has checkboxes that are currently unchecked.

Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Adjust Reported Time	Add Comments
<input type="checkbox"/>	[REDACTED]	VAC	Needs Approval	8.00	Hours		Adjust Reported Time	
<input type="checkbox"/>	[REDACTED]	VAC	Needs Approval	8.00	Hours		Adjust Reported Time	

6 Select the individual dates or **Select All** and press **approve**, **deny**, or **push** back depending on your situation.

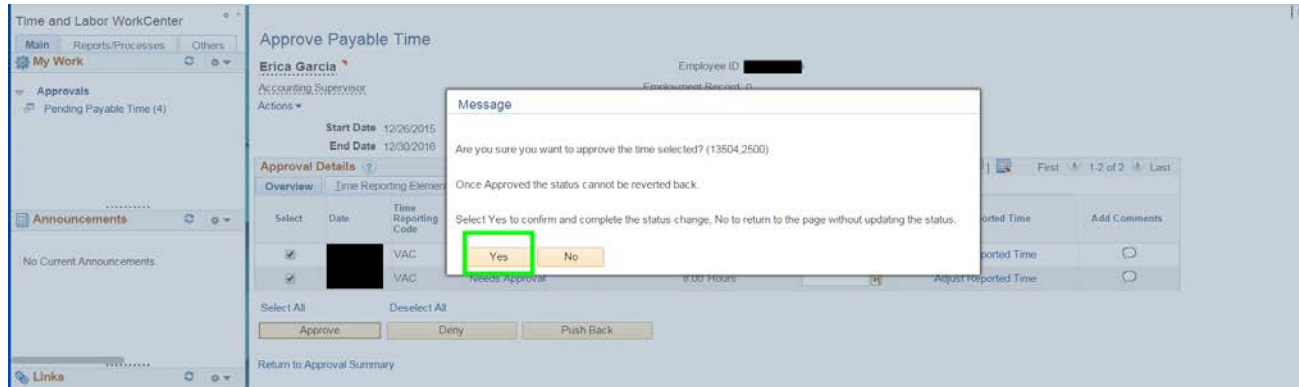
The screenshot shows the same 'Approve Payable Time' interface. In this step, the checkboxes in the 'Select' column of the table are checked. The 'Select' header cell is highlighted with a green box. The 'Approve', 'Deny', and 'Push Back' buttons are visible at the bottom of the table.

Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Adjust Reported Time	Add Comments
<input checked="" type="checkbox"/>	[REDACTED]	VAC	Needs Approval	8.00	Hours		Adjust Reported Time	
<input checked="" type="checkbox"/>	[REDACTED]	VAC	Needs Approval	8.00	Hours		Adjust Reported Time	

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MANAGER SERVICE CENTER - APPROVING TIME & LEAVE

- 7 Once you approve, a **pop-up** box will appear requesting verification. Select **Yes** if you are sure.



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

