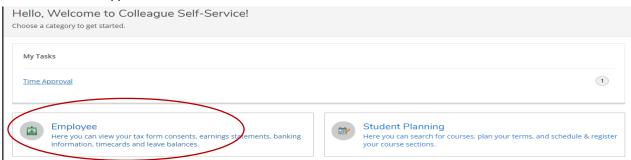
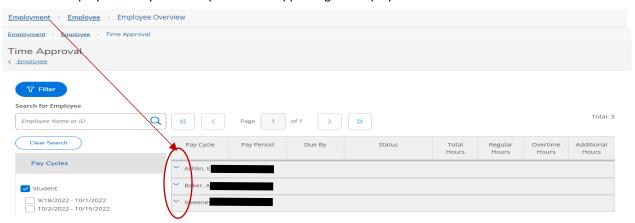


Colleague Self-Service Time Approval:

- 1. Login to Colleague Self-Service and Navigate to the Employee tab.
- Select "Time Approval" tab

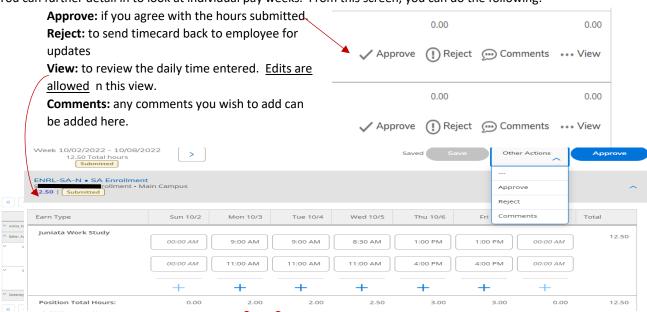


A list of all employees that you are responsible for approving will display.



Select the arrow to expand the employees' timecards.

The pay periods will then display as shown. Messages display indicating the status of the pay period. You can further detail in to look at individual pay weeks. From this screen, you can do the following:



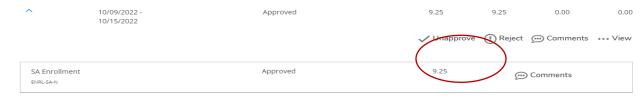


If you have an employee on leave who cannot enter their own hours, this is where you would enter their hours on their behalf. You can also add comments or revert any changes you made by using the "Other Actions" drop down.

When you are done editing/reviewing the employees' hours, click "Approve". Keep in mind, when in "View" mode, you will have to arrow over and approve both weeks separately since you are viewing the weekly detail.

When the hours are approved, the status becomes "Approved", and the "Approve" option becomes "Unapprove" (shown below). If a change is needed prior to the cut-off time, you can unapproved the hours and edit the timecard. Then Approve it again.

Be sure to review your main "Time Approval" screen after completion, to ensure all hours are



approved.