

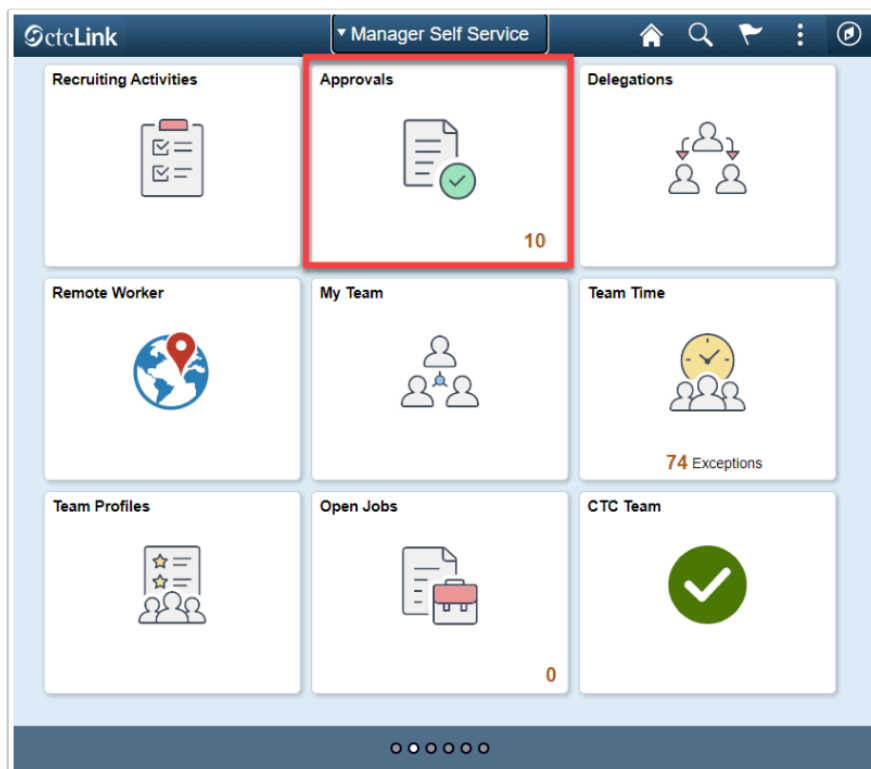
## 9.2 MSS Approve Payable Time (Fluid)

**Purpose:** Use this document as a reference for approving payable time for employees in ctcLink.

**Audience:** Managers.

### Manager Self Service Approve Payable Time

**Navigation:** Manager Self Service (Homepage) > Approvals (Tile)



1. The **Pending Approvals** page displays.
2. Select **Payable Time** on the left hand bar.
3. The **Payable Time** page displays.
  - The **Filter** button can be used to locate a specific employee.
4. Select the employee who needs time approved.

**Manager Self Service** **Pending Approvals**

View By: Type

All 1 Payable Time 1

**Payable Time** Quantity for Approval 53.5 Hours  
08/19/2019 - 08/31/2019

5. On the summary page, if the box in the upper left above the word **Select** is checked, all checkboxes will be selected.
  - Individual checkboxes can be checked as an alternative to "Select All".
6. Select individual lines of **Report Date/Time Reporting Code** combinations to see **Payable Time Line Details**.
7. (Optional) At the bottom of the page a supervisor can enter **Approver Comments**.
8. Once the box(es) have been checked select either **Approve** or **Deny** in the upper right hand corner.
9. A message will be sent to the employee informing them of the action taken by the manager.

11 line(s) are pending your approval Approve Deny

**Summary**  
Quantity for Approval: 53.5 Hours  
Time Period: 08/19/2019 - 08/31/2019

**Payable Time Details**  
Pending All

Select	Report Date	Time Reporting Code	Quantity
<input checked="" type="checkbox"/>	08/19/19	REG - Regular	8 Hours
<input type="checkbox"/>	08/19/19	OVT - Premium Overtime	1 Hours
<input type="checkbox"/>	08/19/19	SDO - Shift Differential - Overtime	1.5 Amount
<input type="checkbox"/>	08/20/19	REG - Regular	8 Hours
<input type="checkbox"/>	08/20/19	CTE - Compensatory Time Earned	3 Hours
<input type="checkbox"/>	08/21/19	REG - Regular	8 Hours
<input type="checkbox"/>	08/22/19	REG - Regular	8 Hours
<input type="checkbox"/>	08/23/19	REG - Regular	8 Hours
<input type="checkbox"/>	08/26/19	CTE - Compensatory Time Earned	1.5 Hours

11 rows

10. The process to approve payable time is now complete.
11. End of procedure.