Manager Self-Service Approve Payable Time

1. Login to MyFIU
2. Navigate to: Manager Self Service > Team Time Tile > Approve Payable Time
3. Select the "Clear Selection Criteria" button.
4. The "Start Date" and "End Date" will auto populate to the current pay period.
   - When approving retro hours, clear out the "Start Date" only and leave the "End Date" as is.
5. Select the green refresh button.
6. Select the "Get Employees" button.

7. Review each employee that populates for you and "APPROVE" the hours if applicable.
   - Note: If the hours are incorrect, please update the timesheet and re-submit the hours.
8. The updated time/leave entries will be available for approval one hour after being re-submitted.
9. Managers may approve individual or multiple rows at a time.
10. To review/adjust reported time, select the "Adjust Reported Time" hyperlink and it will navigate you to the respective employee's timesheet.