Approval Steps: Approve on the 7th and 22nd of each month

1. Log in to myPugetSound
2. In the HR—Manager Self Service navigation collection, select Approve Payable Time. The pay cycle start and end dates are prepopulated. The start date will automatically adjust to include any supervisees’ past period changes.
3. Click Get Employees. All staff awaiting approval will appear below the date range fields.
4. Click on staff member’s Last Name to view submitted time. You will be routed to a detail page where you may: review reported hours, approve hours, or provide comments.
5. Review the dates and times reported for completeness and accuracy.
6. If additional review or corrections are needed:
   - Click on Adjust Reported Time to access the timesheet
   - Review the detail time and enter any necessary corrections
   - Submit the timesheet—Corrections will be available for review and approval approximately 15 minutes after a change is made
   - Press Return to Payable Time located at the bottom of the page to return to the payable time approval page
7. Select the rows to approve or click Select All to check the box next to each of the reported times.
8. Click Approve. NEVER click Deny—see Correcting Time below regarding incorrect hours.
9. Navigate to the next employee using the Next Employee link near the top right-hand side of the page.

Correcting Time:

Incorrectly reported time should always be corrected in the timesheet. Hours should be corrected by the staff member if possible. If the staff member is unavailable, timesheet approvers may correct and resubmit time for approval through the steps described in item 6 above, or by following these steps:

1. In the HR—Manager Self Service navigation collection, select Timesheet.
2. Click Get Employees to return all staff, or enter search criteria and then select Get Employees to return a selected staff member.
3. Click on the staff member’s name to access the timesheet. Instructions for entering time may be found on the payroll website.
4. Submit the timesheet. Corrections will be available for review and approval approximately 15 minutes after a change is made.

Tips and Tricks:

- To see the status of submitted hours, select Payable Time Detail from HR-Manager Self Service.
- To review or edit a staff member’s timesheet, select Timesheet from HR-Manager Self Service.
- To see leave balances for your staff, select Leave and Compensatory Time from HR-Manager Self Service.

Technical issues? Contact the Technology Service Desk at servicedesk@pugetsound.edu or at extension 8585
Timesheet or approval questions? Contact the payroll office at payroll@pugetsound.edu or at extension 3368