

Time/Absence MSS Dashboard – Payable Time Approvals

Time and Absence MSS dashboard can be found through the Time/Absence Dashboard icon on the MyUW Manager portal tile.

The Payable Time Approvals section displays pending time approval requests for bi-weekly employees, based upon the criteria, including date range, in Selection Criteria.

View All Pending Approvals

A red warning icon will appear at the bottom of the section, if you have pending time approvals that are dated before the date range in the selection criteria.

1. Place a checkmark in the **View All Pending Approvals** box located at the bottom of the Payable Time Approvals section to see time outside the current date range that needs approval.

TRC Category Filter

1. Click the drop-down menu in TRC Category to see a list of categories.
2. Select the category to view.
3. To view all categories again, click All Categories.

Additional Information – including Timesheet

1. Click on the employee's name to see information about time needing approval.
 - Day by day breakdown of time
 - Add comments
 - Link to Timesheet

NOTE: The Timesheet will open in a new browser tab, close this tab to go back to the dashboard. Having multiple browser tabs with the dashboard open will cause performance issues.
2. Click the **View Details** hyperlink at the bottom of the section to see additional information about time needing approval for all employees, including day by day breakdown and link to Timesheets.

Approve Time

1. Put a check mark next to the employee name(s) to take action.

NOTE: A caution sign in the quantity field indicates this employee has positive and negative hours entered that total zero (0). Click on the employee's name for more details and approve time.
2. Click **Approve**.

NOTE: If the View All Pending Approvals checkbox is not marked and any selected employees have time outside the date range a pop up will appear asking if you would like to view all payable time.
3. The time will be removed from the list.