

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.

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 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 on.
2. Click Approve
3. The time will be removed from the list.

Pending Approvals Outside Criteria – Warning

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.

To review additional pending approvals:

1. Navigate up to the Selection Criteria section
2. Change the date range to look for time needing approval, from prior pay periods.

3. Click the Refresh button

✔ **Payable Time Approvals**

TRC Category All Categories ▼

Payable Time
Personalize | Find | View All | | | First 1-10 of 64 Last

	Name[First,Last]	Employee ID	Empl Record	Job Title	Working Title	TRC Category	Quantity	Type
<input type="checkbox"/>	IGOR INFORMATION	11111111	0	IS TECH SRV SPEC	IS TECH SRV SPEC	Regular	80.00	Hours
<input type="checkbox"/>	UMA UNIVERSITY	11111111	0	UNIV EXEC STAFF ASST	UNIV EXEC STAFF ASST	Differentials	2.00	Hours
<input type="checkbox"/>	CASEY COMMUNICATION	11111111	0	COMM SPEC SENR	COMM SPEC SENR	Regular	40.00	Hours
<input type="checkbox"/>	URSULA UNIVERSITY	11111111	0	UNIV SERVICES ASSOC 2	UNIV SERVICES ASSOC 2	Overtime	3.00	Hours

? Select All Deselect All
Approve
Deny
View Details

! There are additional pending approvals, change criteria to view.