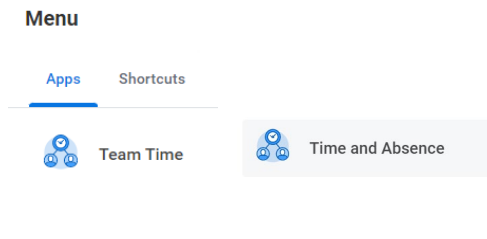
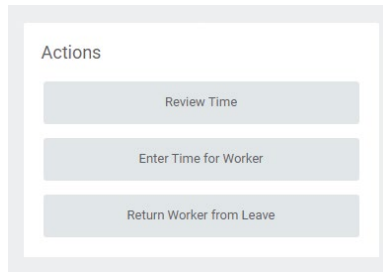


Approving Worker Time: Indirect Supervisors

1. Add **Team Time** OR **Time and Absence** as an app in your menu (if not already available)



2. Once selected, click on **Review Time** under the **Actions** menu that load



3. On the filters page that opens, *uncheck* the **Review my direct reports only** menu item

Review Time

Date * 01/30/2023

Review my direct reports only

Workers *

- a. A new box will display for you to select which Worker(s) you would like to review time for – Enter the name(s) of the worker(s) or select based on the menu options that display
 - i. As a general note: When selecting multiple workers, you can select multiple by checking the box that appears next to their name

Workers * Search

Worker Type

Employee Type

Show * Jd Re

M Fi

Pay Rate Type Rc Oc

Job Exempt Status * St Re

Exempt

- Once the appropriate worker(s) is/are selected, change the **Job Exempt Status** option to *All Workers* (this will allow you to see workers that are both exempt and non-exempt)

Job Exempt Status

* All Workers

Exempt

Non-Exempt

- Click **OK**
- On the **Review Time** page that displays, supervisors can review individual worker entered or requested time
- Once review, supervisors can select the worker to approve their time by checking the box next to their name under the **Time Period Summary** section

Time Period Summary

<input type="checkbox"/>	Worker
<input type="checkbox"/>	Jamal
<input type="checkbox"/>	Jason
<input type="checkbox"/>	Mike L

- A blue **Approve** button will become available along the bottom of the page. Once time has been reviewed, and worker(s) have been selected, please click the **Approve** button to submit