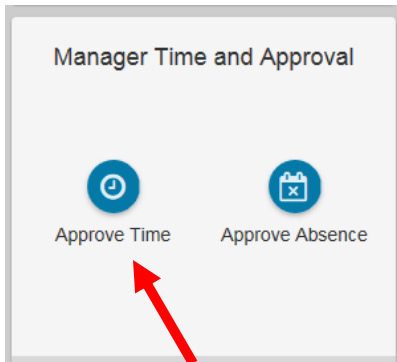


Log in to My UW.



Choose, "Approve Time"

PROCEDURE STEPS:

1. Supervisors will access the approve payable time page through the MyUW Madison or MyUW System portal. Once in HRS, the Approve Payable Time [search page](#).

Approve Payable Time
Approve Time for Time Reporters

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	
Employee ID	
Empl Record	
Last Name	
First Name	
Business Unit	
Job Code	
Department	A481500
Company	
North American Pay Group	
Workgroup	

Get Employees
Clear Criteria
Save Criteria

Enter "A481500" into the Department field. Then, choose, "Get Employees."

Change Time in View

Start Date 09/04/2016 End Date 09/17/2016

Employees For MELVIN Personalize | Find | View All | First | 1-3 of 3 | Last

Time Summary Demographics

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Working Title	Total Payable Hours
<input type="checkbox"/>	R	KIMBERLY	796	0	HR ASST ADV	HR ASST ADV	6.00
<input type="checkbox"/>	AR	BARBARA	28	1	UW HUMAN RESOURCES MG	UW HUMAN RESOURCES MG	16.00
<input type="checkbox"/>	AUS	ERIK	38	0	STUDENT HELP	HR OFFICE ASSISTANT	13.00

Select All Deselect All

Approve Deny Push Back

See and approve detailed employee time records by clicking the **Last Name**.
If details are not needed, check the **Select** box and **Approve**.