



**CMS HUMAN  
RESOURCES 9.0**

# **Approving Time Guide**

URL: <https://cmsweb.calstatela.edu/psp/HLAPRD/?cmd=login>

Navigation: Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time

**Approve Payable Time**

**Approve Time for Time Reporters**

Employee Selection Criteria

Description	Value
Group ID	ETS
EmplID	
Empl Rcd Nbr	
Last Name	
First Name	
Job Code	
Department	

Get Employees

Start Date: 10/01/2008 End Date: 10/30/2008

Select an employee and click on the approve button below to approve the employee's time for the time period. Click on the employee's name to view and/or approve the employee's time. You may expand the date range by changing the start and end dates or by leaving them blank. Leave both date fields blank to return all employees with payable time that needs approval.

Employees For: Susan Cortez

Select	Name	Employee ID	Empl Rcd Nbr	Job	Job Description	Total Payable Hours	Department	Business Unit	Location Code	Position Number	Company
<input type="checkbox"/>	Student Name	CIN	1	1870	Student Assistant	65.000000	200132	CSULA	200132	00004927	LA
<input type="checkbox"/>			0	1868	Student-NonResident Alien Tax	48.000000	200132	CSULA	200132	00006453	LA
<input type="checkbox"/>			0	1870	Student Assistant	89.000000	200132	CSULA	200132	00004927	LA

Select All Clear All

Approve

Go To: [Manager Self Service](#) [Time Management](#)

This page is only available to the approver. All students with time to approve within the date range will be viewable.

**Group ID:** enter the approver group id (ends with 'A'), this group id does not include work study. Do not approve any work study time, Job Code 1871 and 1872.

**Group ID:** \_\_\_\_\_

**Start Date/End Date:** enter the pay calendar dates. **IMPORTANT:** these days must be correct or else the time will not be accurate.

Click on 'Get Employees'.

Verify the hours in the Total Payable Hours column, if correct, click on the check box in the Select column. Click on 'Approve' once you are finished, you will be asked to confirm your request, confirm and you will return to the Approver page.