Approving
Time Guide
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.