Approving Faculty/Staff Time

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

Navigation: Manager Self Service > Time Management > Approve Time and Exceptions > Approve Reported Absences  or  Approve Time and Absences (OT, Shift and Dock Time)

1. Click on [Select All] or the box next to the employee name to select certain employees.
2. Click the [Continue] button to display the list of employee Absence entries awaiting approval, absences that are submitted “Sub”.

   If you are an alternate approver, your list of employees will include those who report to the person you are backing up. If you see the icon, you can drill down to the see the direct reports for that manager and approve time for his employees. You can drill down multiple levels depending on your reporting structure.

3. If all the time is correct, click on [Select All] button or individually check boxes to approve select employees. Click on [Submit]. If time needs to be corrected, refer to the section “Approve Reported Absences/Approve Time and Absences page”, Review Status.
4. Click on **OK** to confirm, you will return to the Approve Reported Absences page, time that was in the “Sub” status will be changed to “Appr”.

**Approving Student/Positive Attendance/OT/Shift/Docks**

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

All employees 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.