Approving Payable Time

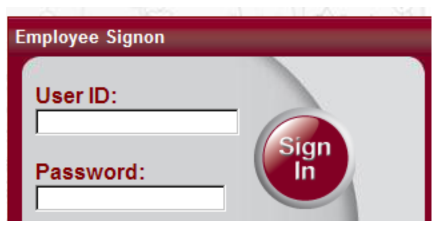
Supervisors of state employees who approve payable time should use this job aid.

Process Overview:

1. Your employees use either the **Request for Leave/Overtime** page to enter their exception(s) to the default standard schedule or the **Timesheet** to report Hours Worked.
2. At the end of the pay period, you use the **Approve Time for Time Reporters** page to approve the employees' payable time.
3. You will receive an email daily from the system as a reminder to approve any outstanding payable time.
4. Your employees are paid for the pay period.

Step 1

Visit http://myohio.gov. Enter your User ID and Password and click **Sign In.**



Step 2

Move your cursor over the **Time and Money** tab in the top toolbar after logging in.

Select **Approve Payable Time** from the drop-down list.

Step 3

Use the **Approve Time for Time Reporters** page to search by group ID, EmplID, a date range, or many other fields for the employees whose leave request you want to display.

The system automatically displays all employees whose leave requests you need to approve at the bottom of the page.

Step 4

The list of employees displayed in the **Employees For** section displays his or her job code description, department, workgroup, task group, EMLPID and other information.

Click the link in the **Name** column of the employee whose request(s) you want to view.

For this example, click the **Susan Employee** link.

Location Code	
Position Number	

Start Date 04/12/2009 End Date 04/25/2009

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 George Manager0101

Select	Name	Employee ID	Empl Rcd Nbr	Job	Job Description
☐	James Employee0102	10100903	0	12111	Clerk 1
☐	Susan Employee0101	10100621	0	64432	Customer Service Assistant 2

Select All Clear All

Approve

Step 5

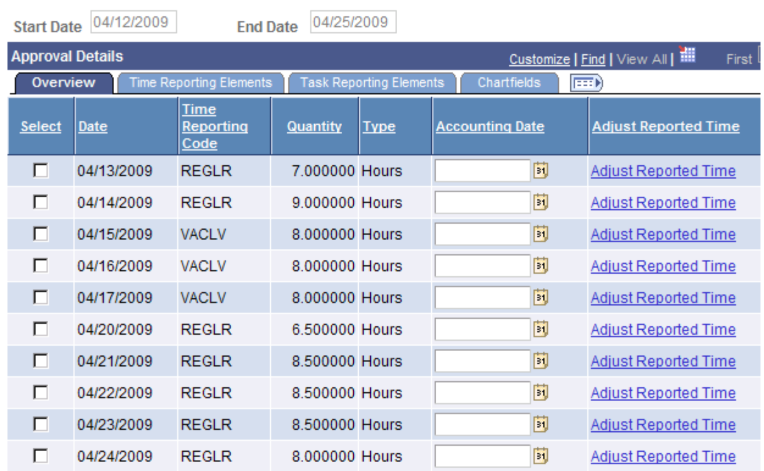
Use the **Approve Payable Time** page to approve time entries.

The **Date** field displays the date that the employee worked or was approved for leave. One row will be displayed for each date and type of time reporting code.

Time Reporting Codes (TRCs) show which type of time the employee has reported.

The **Quantity** field displays the number of hours for the TRC in this row.

The **Adjust Reported Time** links allow you to open the Timesheet page where you can view the time reporter's reported time.



Start Date 04/12/2009 End Date 04/25/2009

Approval Details Customize | Find | View All | First

Overview | Time Reporting Elements | Task Reporting Elements | Chartfields

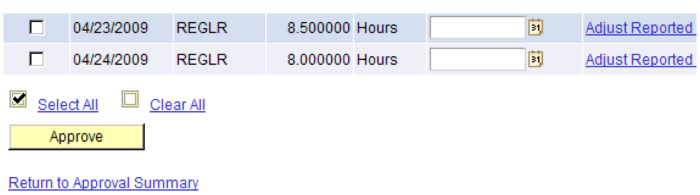
Select	Date	Time Reporting Code	Quantity	Type	Accounting Date	Adjust Reported Time
☐	04/13/2009	REGLR	7.000000	Hours		Adjust Reported Time
☐	04/14/2009	REGLR	9.000000	Hours		Adjust Reported Time
☐	04/15/2009	VACLV	8.000000	Hours		Adjust Reported Time
☐	04/16/2009	VACLV	8.000000	Hours		Adjust Reported Time
☐	04/17/2009	VACLV	8.000000	Hours		Adjust Reported Time
☐	04/20/2009	REGLR	6.500000	Hours		Adjust Reported Time
☐	04/21/2009	REGLR	8.500000	Hours		Adjust Reported Time
☐	04/22/2009	REGLR	8.500000	Hours		Adjust Reported Time
☐	04/23/2009	REGLR	8.500000	Hours		Adjust Reported Time
☐	04/24/2009	REGLR	8.000000	Hours		Adjust Reported Time

Step 6

The **Select All** link lets you select all of the listed time records for this employee.

Click the **Select All** link to approve all of the listed time records.

Click the **Approve** button to save your approval.



☐	04/23/2009	REGLR	8.500000	Hours		Adjust Reported
☐	04/24/2009	REGLR	8.000000	Hours		Adjust Reported

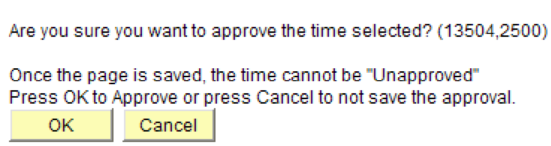
Select All Clear All

Approve

Return to Approval Summary

Step 7

Click the **OK** button to confirm that the system successfully saved your approval.



Are you sure you want to approve the time selected? (13504,2500)

Once the page is saved, the time cannot be "Unapproved"
Press OK to Approve or press Cancel to not save the approval.

OK Cancel

Step 8

Click the **OK** button to acknowledge the confirmation.

Step 9

When finished, use the navigation bar to move to a different section of the Portal or click **Sign Out**.