

MASS APPROVE TIME

THIS GUIDE IS FOR: TIMEKEEPERS

This guide explains how to mass approve time. You must have the Timekeeper role for this functionality.

1. Navigate to the **Search** bar and enter **Review Time**.
2. A dialog box will pop up that allows you to determine the parameters of the report.
 - a. In the **Workers** field, you can search by manager, organization, cost center and location.
 - b. Next, determine if you want to view **All Workers**, **Workers with Hours to Approve** (managers) or **Workers with Unsubmitted Hours** (all employees).
 - c. You can also determine the period schedule and pay rate type.
3. Select **OK**.
4. The next screen will contain a summary of workers along with a table.
5. From the table, you can review time and use the check boxes to select those you wish to approve.
6. Select **Approve**.