HRS Time Approving

1. Log in to the My UW System portal at https://my.wisconsin.edu/.
2. Locate the Approve Payable Time link
3. Click on Approve Payable link
4. Sign in (user and password) again
5. The first screen is where you will approve time sheets if they are correct
   a. If not sure if they are correct:
   b. Go to bottom of page and click on Manager Self Service
   c. Click on Time Management
   d. Click on Report Time
   e. Click on Timesheet
   f. Click on magnifying glass next to Group ID
   g. Choose proper Group ID
   h. Change dates under Search Box to the past pay period.
   i. Click Get Employees
   j. Click on first employee
   k. Correct the Time Sheet (look for Alarm clocks)
   l. If you are adding hours add to the first IN column and the SECOND OUT column
   m. Click Submit after any changes
   n. Click Next employee in upper right corner
   o. Repeat steps j – n until finished.
6. When finished, click Manager Self Service at bottom
7. Click Approve Time and Exceptions
8. Click Payable Time
   a. Click on magnifying glass next to Group ID
   b. Choose proper Group ID
   c. Change dates under Search Box to the past pay period.
   d. Click Get Employees
   e. Click Select All on the bottom
   f. Click Approve
9. This will approve all time sheets that no changes were made to
10. After HRS updates at 10 am, 2 pm, and 7 pm; please go back into HRS and approve the changes. This updating takes about two hours.
11. Click Sign out (upper right) and close browser.
12. Click sign out on the Portal Page
13. Close web browser