



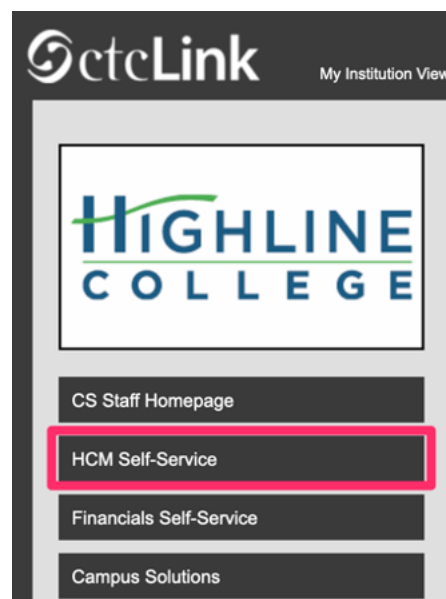
## How to Approve Payable Time

This guide will show you how to approve payable time as a manager for classified, hourly, student and exempt overtime-eligible employees. (Managers are often referred to as “supervisors” in certain Highline documents, such as contracts.) Contact the [Highline ITS Help Desk](#) if you have problems with sign-in credentials, usernames or passwords.

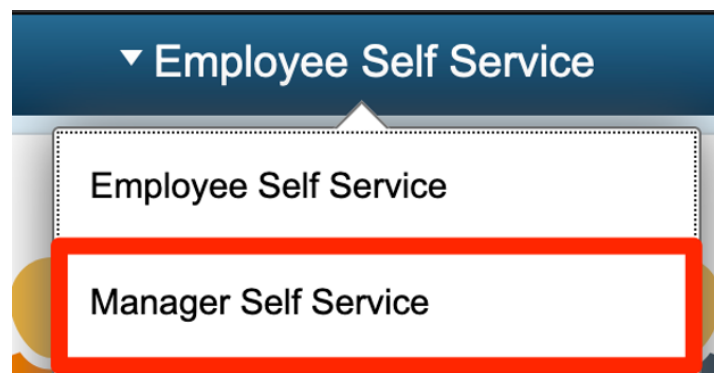
### Directions

When time is submitted by an employee, it will be processed by the system overnight, and the manager will receive a request to approve in the system. Before the payroll deadline, the employee can update and resubmit their timesheet. Managers only need to approve time once at the end of the pay period.

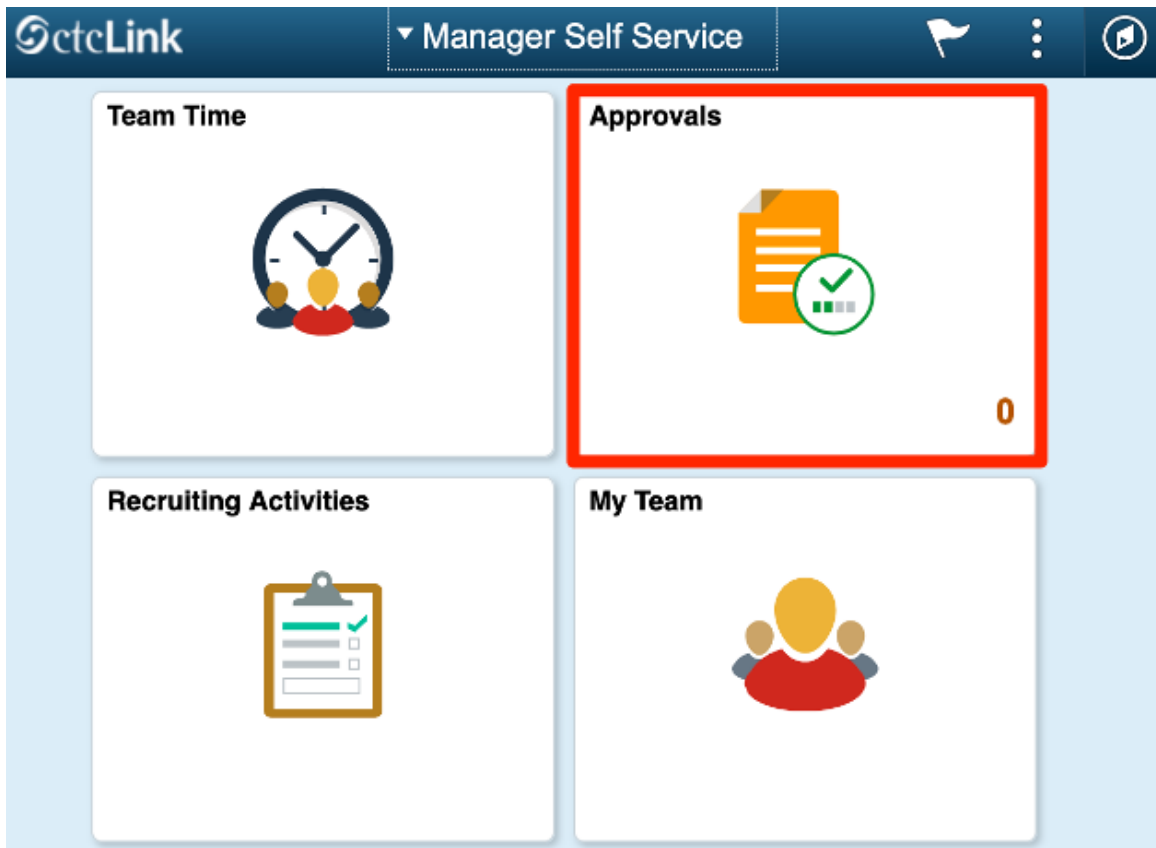
1. Once you have logged in to [ctcLink](#), click **HCM Self-Service** from the menu on the left-hand side.



2. The **Employee Self Service** page will display. Click on **Employee Self Service** at the top to switch to **Manager Self Service**.



3. The **Manager Self Service** page will display. Click the **Approvals** tile.



4. The **Pending Approvals** page will display. Click **Payable Time** on the left panel.

5. Select the employee who needs time approved. **Note:** The **filter** button may be used to locate a specific employee.



6. The **Payable Time** page will display.
7. Review submitted time for accuracy of both hours in the **Quantity** column and time codes in the **Time Reporting Code** column. You can click on individual lines to see details of that line. If you want to review the employee's timesheet in the full timesheet view before approving, see "How to View and Edit Payable Time."
8. You can either select individual lines to approve or check the box above the **Select** column to select all lines.
9. Comments can be entered in the **Approver Comments** box.
10. When you have selected all lines to be approved, click **Approve** in the upper right corner. If any lines cannot currently be approved, contact the employee to adjust and re-submit their time for those days. If you are unable to contact the employee, the manager may edit the employee's timesheet; see "How to View and Edit Payable Time."

**Important:** Do not use the **Deny** button or the employee will not be paid for those days without a manual override from Human Resources staff.

The screenshot shows the 'Payable Time' approval interface. At the top, there is a navigation bar with a back arrow, the title 'Payable Time', and icons for home, search, flag, and refresh. Below the navigation bar, there are two buttons: 'Approve' (green) and 'Deny' (grey). A notification indicates '11 line(s) are pending your approval'. The main content area shows 'Quantity for Approval: 88 Hours' and 'Time Period: 02/01/2021 - 02/15/2021'. Below this, there is a section for 'Payable Time Details' with tabs for 'Pending' (selected) and 'All'. A table with 11 rows is displayed, each row representing a time entry for approval. Each row has a 'Select' checkbox, a 'Report Date', a 'Time Reporting Code', and a 'Quantity' column. The last row is for 'HOL - Holiday Pay' on 02/15/21.

Select	Report Date	Time Reporting Code	Quantity
<input checked="" type="checkbox"/>	02/01/21	REG - Regular	8 Hours
<input checked="" type="checkbox"/>	02/02/21	REG - Regular	8 Hours
<input checked="" type="checkbox"/>	02/03/21	REG - Regular	8 Hours
<input checked="" type="checkbox"/>	02/04/21	REG - Regular	8 Hours
<input checked="" type="checkbox"/>	02/05/21	REG - Regular	8 Hours
<input checked="" type="checkbox"/>	02/08/21	REG - Regular	8 Hours
<input checked="" type="checkbox"/>	02/09/21	REG - Regular	8 Hours
<input checked="" type="checkbox"/>	02/10/21	REG - Regular	8 Hours
<input checked="" type="checkbox"/>	02/11/21	REG - Regular	8 Hours
<input checked="" type="checkbox"/>	02/12/21	REG - Regular	8 Hours
<input checked="" type="checkbox"/>	02/15/21	HOL - Holiday Pay	8 Hours

#### Notes on **Time Reporting Codes**:

- Normally, most employees will only report **Regular (01 REG)** time. For full-time overtime-eligible employees, overtime that is pre-approved by the manager should also be entered as **Regular** time; the system will automatically calculate the overtime when the timesheet is processed. In the manager view, there will be a row to approve for the regular time for the day, and an additional row for the overtime for that day.
- Holiday pay will be calculated by the system and automatically applied. Any row using **HOL - Holiday Pay** has been calculated by the system and should be approved.
- If compensatory time is preferred by an employee (instead of paid overtime) and agreed upon by the manager, **02 CTE - Compensatory Time Earned** should be used.
- If an employee is using compensatory time, **03 CMP - Compensatory Time Taken** should be reported here as well, not as an absence. For questions about compensatory time, contact HR.
- **04 SOV - Straight Overtime** should only be used by employees whose assigned work schedule is less than 40 hours a week to report hours worked over their normal schedule up to 40 hours.
- The remaining time codes (**Holiday Worked, Call Back Pay, Standby Pay** and **Suspended Operations**) should only be used in limited conditions with manager pre-approval. These codes are normally used only by employees in Public Safety and Facilities.

