

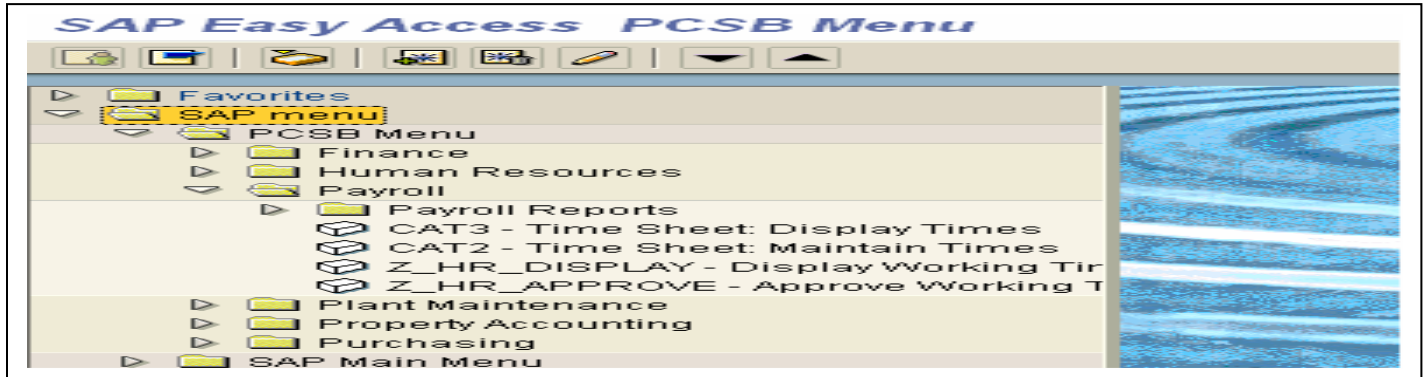
## Approving Negative Time – Regular Employees (Z\_HR\_APPROVE)

### From the SAP Easy Access PCSB Menu Screen:

Click the **Expand Icon** to the left of PCSB Menu >Payroll



Double Click on **Approve Working Times**



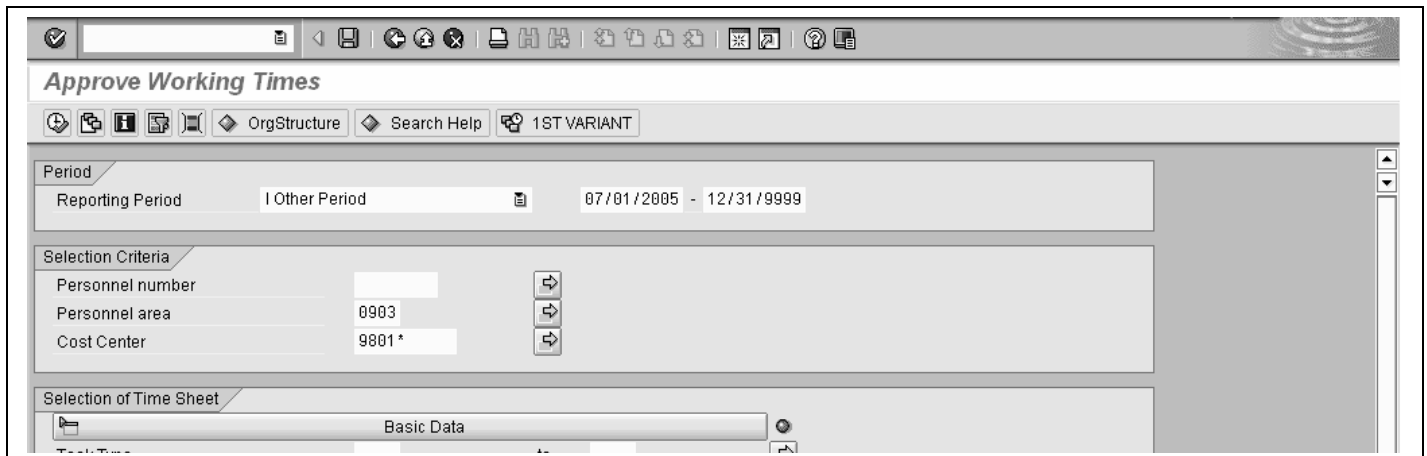
The **Approve Working Times** screen is displayed.

The **Reporting Period** defaults to the first day of the fiscal year until 12/31/9999.

If a **Personnel number** appears, delete it, unless you are approving payroll for one person, then enter their **Personnel number** and click the **Execute** icon.

### When Approving Time for all Regular Employees Payroll for your location:

Scroll down using the **Scroll Bar** on the right side of the screen, to **Selection Criteria**.



### IMPORTANT:

**SCHOOLS - Personnel Area:** Enter your 4-digit school location number (Example 0903)

**DISTRICT, DEPARTMENTS, ETC. - Cost Center:** Enter your 4-digit location number with an asterisk (Example 9801\*)

Click the **Execute** Icon in the upper left side of the screen.



The **Approve Working Times** screen is *displayed* with the Regular Employees hours for the location that was entered.

Approve Working Times													
Empl./appl.name	Pers.No.	Date	Status	Number	Rec. Cctr	AAType	Created on	Created by	Last change	Change	Appr. by	Gen. date	Full-day
JAMES J JOHNSON	3182	02/28/2006	△	7.750		0162	03/02/2006	TRAIN01	03/02/2006	TRAIN01			<input checked="" type="checkbox"/>
		02/27/2006	△	7.750		0162	03/02/2006	TRAIN01	03/02/2006	TRAIN01			<input checked="" type="checkbox"/>
				<b>15.500</b>									
JUNE J JONES	24984	03/01/2006	△	8.000		0144	03/02/2006	TRAIN01	03/02/2006	TRAIN01			<input checked="" type="checkbox"/>
		02/28/2006	△	8.000		0144	03/02/2006	TRAIN01	03/02/2006	TRAIN01			<input checked="" type="checkbox"/>
		02/27/2006	△	8.000		0144	03/02/2006	TRAIN01	03/02/2006	TRAIN01			<input checked="" type="checkbox"/>
				<b>24.000</b>									
TIM A SMITHS	7007	03/15/2006	△	7.750		0144	03/02/2006	TRAIN01	03/02/2006	TRAIN01			<input checked="" type="checkbox"/>
		03/14/2006	△	7.750		0144	03/02/2006	TRAIN01	03/02/2006	TRAIN01			<input checked="" type="checkbox"/>

**To Approve the Payroll for all of the Regular Employees that have worked at your location:**

Select All – Click on a line, Press the **Ctrl** and **A** key, on the keyboard at the same time.

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		02/27/2006	△	7.750		0162	03/02/2006	TRAIN01	03/02/2006	TRAIN01			<input checked="" type="checkbox"/>
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JUNE J JONES	24984	03/01/2006	△	8.000		0144	03/02/2006	TRAIN01	03/02/2006	TRAIN01			<input checked="" type="checkbox"/>
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		02/27/2006	△	8.000		0144	03/02/2006	TRAIN01	03/02/2006	TRAIN01			<input checked="" type="checkbox"/>
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TIM A SMITHS	7007	03/15/2006	△	7.750		0144	03/02/2006	TRAIN01	03/02/2006	TRAIN01			<input checked="" type="checkbox"/>
		03/14/2006	△	7.750		0144	03/02/2006	TRAIN01	03/02/2006	TRAIN01			<input checked="" type="checkbox"/>
		03/07/2006	△	7.750		0162	03/02/2006	TRAIN01	03/02/2006	TRAIN01			<input checked="" type="checkbox"/>
		03/02/2006	△	7.750		0162	03/02/2006	TRAIN01	03/02/2006	TRAIN01			<input checked="" type="checkbox"/>

All of the Regular Employees time for your location will be highlighted.

**After Highlighting all for Approval, if there is a Specific Data Time Entry line(s) that you do not want to Approve:**

Hold down the **Ctrl** key on the keyboard, left click with the mouse on the line(s) to deselect, the lines that you have deselected will not be approved.

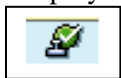
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Empl./appl.name	Pers.No.	Date	Status	Number	Rec. Cctr	AAType	Created on	Created by	Last change	Change	Appr. by	Gen. date	Full-day
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		02/27/2006	△	7.750		0162	03/02/2006	TRAIN01	03/02/2006	TRAIN01			<input checked="" type="checkbox"/>
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JUNE J JONES	24984	03/01/2006	△	8.000		0144	03/02/2006	TRAIN01	03/02/2006	TRAIN01			<input checked="" type="checkbox"/>
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		03/07/2006	△	7.750		0162	03/02/2006	TRAIN01	03/02/2006	TRAIN01			<input checked="" type="checkbox"/>
		03/02/2006	△	7.750		0162	03/02/2006	TRAIN01	03/02/2006	TRAIN01			<input checked="" type="checkbox"/>
		02/23/2006	△	0.000		0178	03/02/2006	TRAIN01	03/02/2006	TRAIN01			<input type="checkbox"/>

**To Deselect all lines after they have been Highlighted:** Click on any line

**To Approve:** Click on the **Approve** icon on the tool bar in the upper left of the screen.



After an employees time has been approved the status field(s) will *change* from a **triangle** to a **green check** with a stamp



The **system** approves and saves the data, when the **approve** icon is *clicked*.

A **message** will *appear* at the bottom of the screen

