

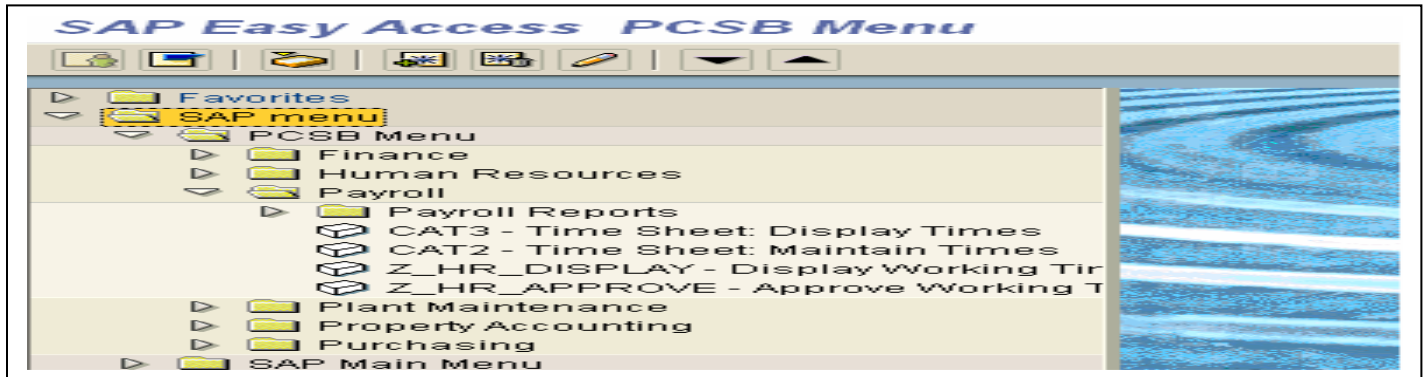
## Approving Positive Time - Substitutes, etc. (Z\_HR\_APPROVE)

### 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.

07/01/2005 - 12/31/9999

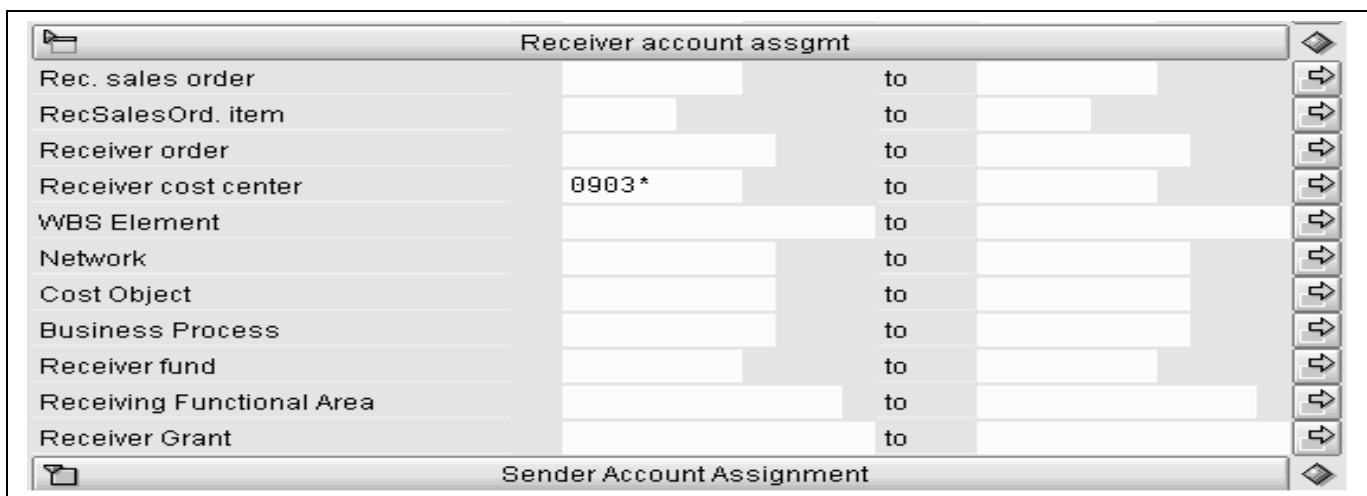
If a **Personnel number** appears, *delete* it, unless you are approving payroll for one person, then *enter* their **Personnel number** and *click* the **Execute** icon.

### When Approving Time for all Substitutes Payroll for your location:

*Scroll down* using the **Scroll Bar** on the right side of the screen, to the **center** of the **page**.

*Click* on the **Receiver account assgmt Bar**, the **Receiver account assgmt fields** will *expand*.

**IMPORTANT:** These **fields** should always *display* after the initial entry, if not, *repeat* the **process**.



**Receiver cost center:** *Enter* your **4-digit** location number with an asterisk (**Example 0903\***)

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



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

Approve Working Times												
Name	Pers.No.	Date	Status	Σ	Number	Rec. CCtr	AVAType	Created on	Created by	Last change	Change	Appr. by
SARAH B JONES	6046	03/03/2006	△		7.750	0903ISALAR	0146	03/02/2006	TRAIN01	03/02/2006	TRAIN01	
		03/02/2006	△		7.750	0903ISALAR	0146	03/02/2006	TRAIN01	03/02/2006	TRAIN01	
		03/01/2006	△		7.750	0903ISALAR	0146	03/02/2006	TRAIN01	03/02/2006	TRAIN01	
		02/28/2006	△		7.750	0903ISALAR	0146	03/02/2006	TRAIN01	03/02/2006	TRAIN01	
		02/27/2006	△		7.750	0903ISALAR	0146	03/02/2006	TRAIN01	03/02/2006	TRAIN01	
		02/24/2006	△		7.750	0903ISALAR	0146	03/02/2006	TRAIN01	03/02/2006	TRAIN01	
		02/23/2006	△		7.750	0903ISALAR	0146	03/02/2006	TRAIN01	03/02/2006	TRAIN01	
		02/22/2006	△		7.750	0903ISALAR	0146	03/02/2006	TRAIN01	03/02/2006	TRAIN01	
		02/21/2006	△		7.750	0903ISALAR	0146	03/02/2006	TRAIN01	03/02/2006	TRAIN01	
					<b>69.750</b>							
SALLY S SIMS	6515	03/03/2006	△		7.750	0903ISALAR	0146	03/02/2006	TRAIN01	03/02/2006	TRAIN01	
		03/02/2006	△		7.750	0903ISALAR	0146	03/02/2006	TRAIN01	03/02/2006	TRAIN01	

**To Approve the Payroll for all of the Substitutes 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.

Approve Working Times												
Name	Pers.No.	Date	Status	Σ	Number	Rec. CCtr	AVAType	Created on	Created by	Last change	Change	Appr. by
SARAH B JONES	6046	03/03/2006	△		7.750	0903ISALAR	0146	03/02/2006	TRAIN01	03/02/2006	TRAIN01	
		03/02/2006	△		7.750	0903ISALAR	0146	03/02/2006	TRAIN01	03/02/2006	TRAIN01	
		03/01/2006	△		7.750	0903ISALAR	0146	03/02/2006	TRAIN01	03/02/2006	TRAIN01	
		02/28/2006	△		7.750	0903ISALAR	0146	03/02/2006	TRAIN01	03/02/2006	TRAIN01	
		02/27/2006	△		7.750	0903ISALAR	0146	03/02/2006	TRAIN01	03/02/2006	TRAIN01	
		02/24/2006	△		7.750	0903ISALAR	0146	03/02/2006	TRAIN01	03/02/2006	TRAIN01	
		02/23/2006	△		7.750	0903ISALAR	0146	03/02/2006	TRAIN01	03/02/2006	TRAIN01	
		02/22/2006	△		7.750	0903ISALAR	0146	03/02/2006	TRAIN01	03/02/2006	TRAIN01	
		02/21/2006	△		7.750	0903ISALAR	0146	03/02/2006	TRAIN01	03/02/2006	TRAIN01	
					<b>69.750</b>							
SALLY S SIMS	6515	03/03/2006	△		7.750	0903ISALAR	0146	03/02/2006	TRAIN01	03/02/2006	TRAIN01	
		03/02/2006	△		7.750	0903ISALAR	0146	03/02/2006	TRAIN01	03/02/2006	TRAIN01	

All of the Substitutes 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.

Approve Working Times												
Name	Pers.No.	Date	Status	Σ	Number	Rec. CCtr	AVAType	Created on	Created by	Last change	Change	Appr. by
SARAH B JONES	6046	03/03/2006	△		7.750	0903ISALAR	0146	03/02/2006	TRAIN01	03/02/2006	TRAIN01	
		03/02/2006	△		7.750	0903ISALAR	0146	03/02/2006	TRAIN01	03/02/2006	TRAIN01	
		03/01/2006	△		7.750	0903ISALAR	0146	03/02/2006	TRAIN01	03/02/2006	TRAIN01	
		02/28/2006	△		7.750	0903ISALAR	0146	03/02/2006	TRAIN01	03/02/2006	TRAIN01	
		02/27/2006	△		7.750	0903ISALAR	0146	03/02/2006	TRAIN01	03/02/2006	TRAIN01	
		02/24/2006	△		7.750	0903ISALAR	0146	03/02/2006	TRAIN01	03/02/2006	TRAIN01	
		02/23/2006	△		7.750	0903ISALAR	0146	03/02/2006	TRAIN01	03/02/2006	TRAIN01	
		02/22/2006	△		7.750	0903ISALAR	0146	03/02/2006	TRAIN01	03/02/2006	TRAIN01	
		02/21/2006	△		7.750	0903ISALAR	0146	03/02/2006	TRAIN01	03/02/2006	TRAIN01	
					<b>69.750</b>							

**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.

