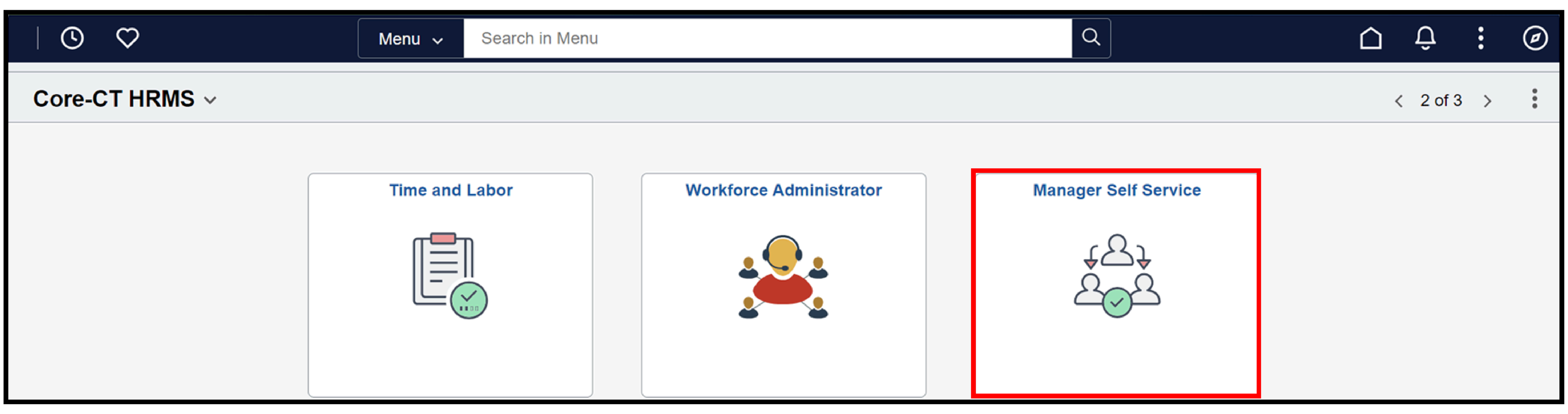
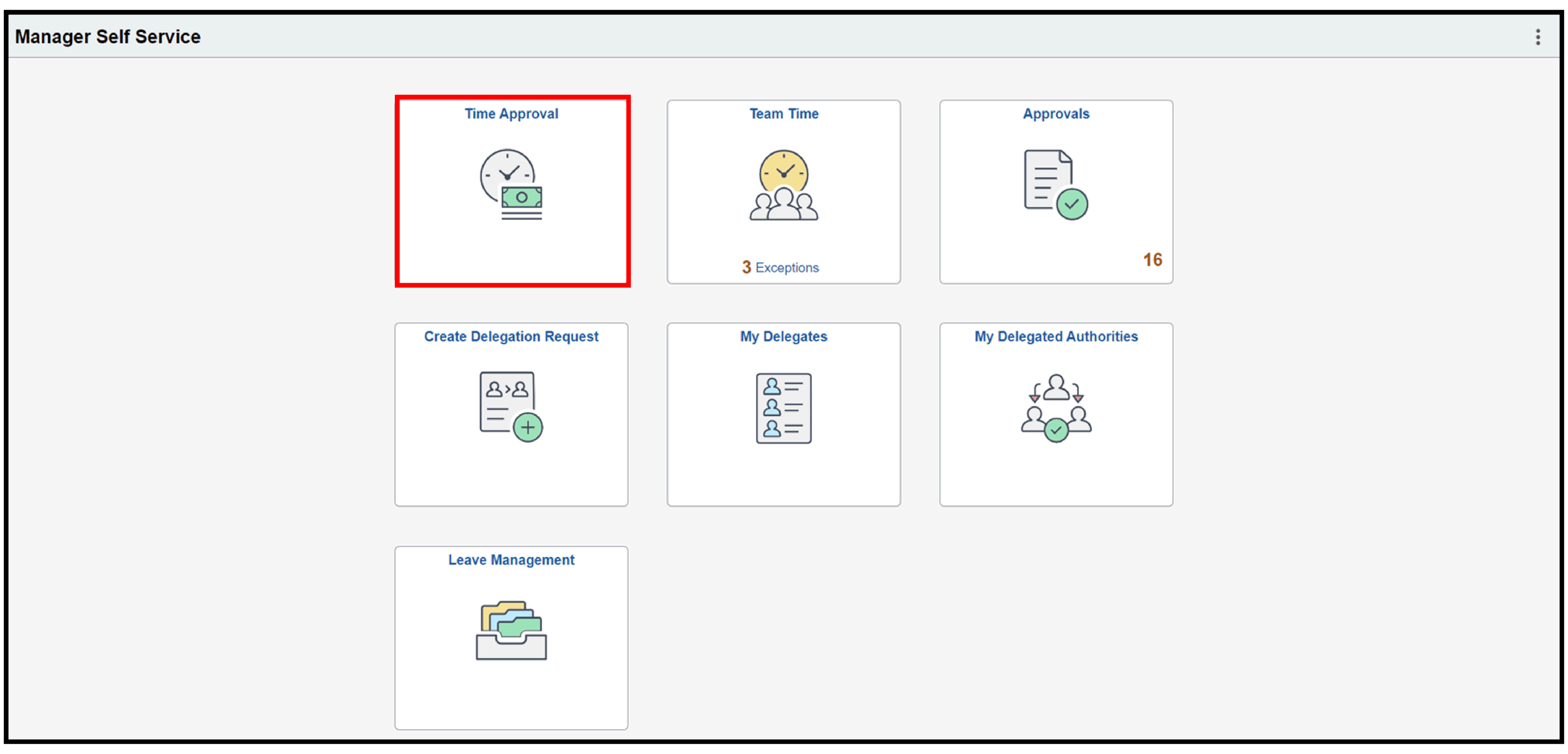
Core-CT Time Approvals

Time Approvals Navigation

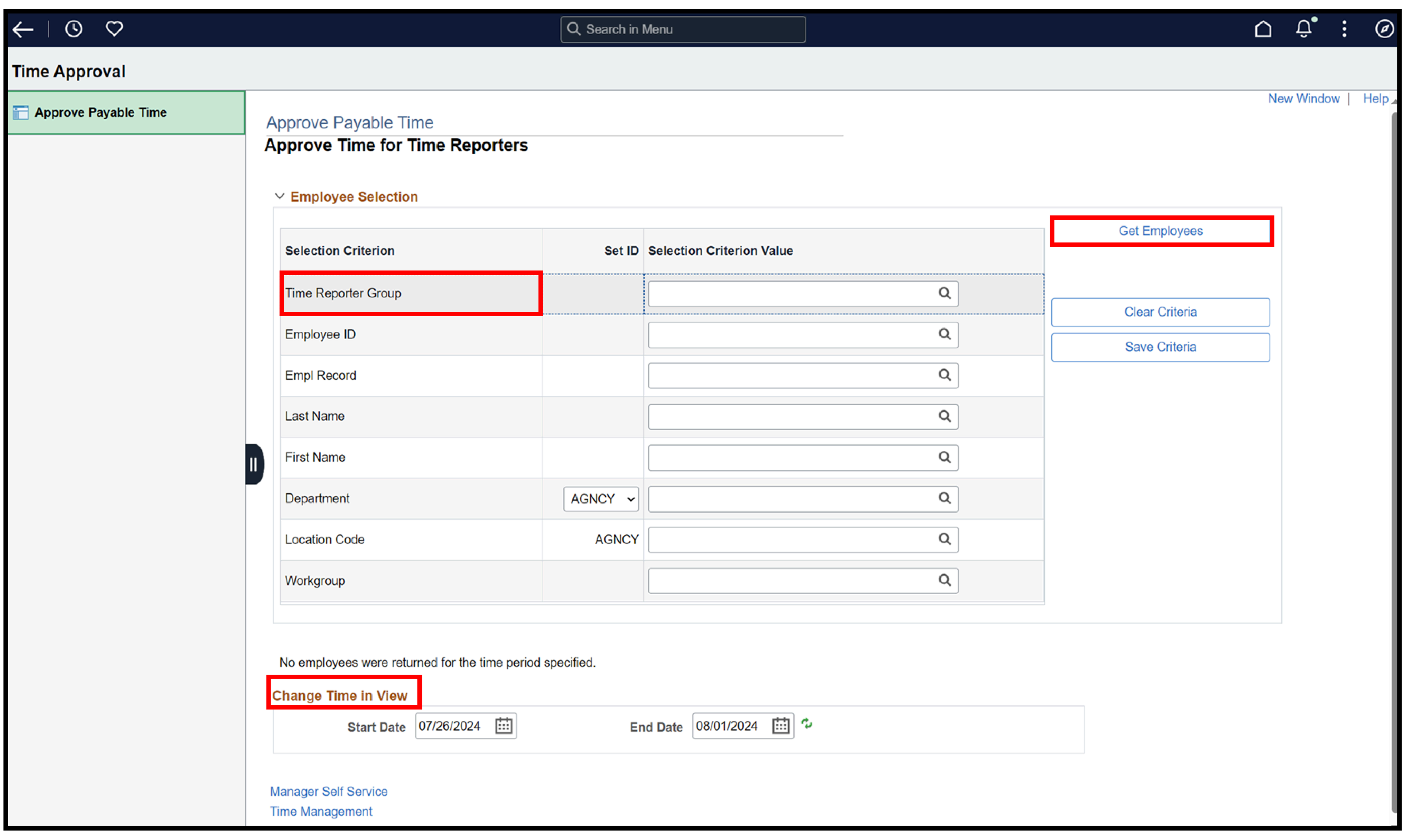
This is the navigation to follow to approve payable time. Click on the **Manager Self-Service** tile, and then select the **Time Approval** tile. The key change is the navigation, the process remains the same.



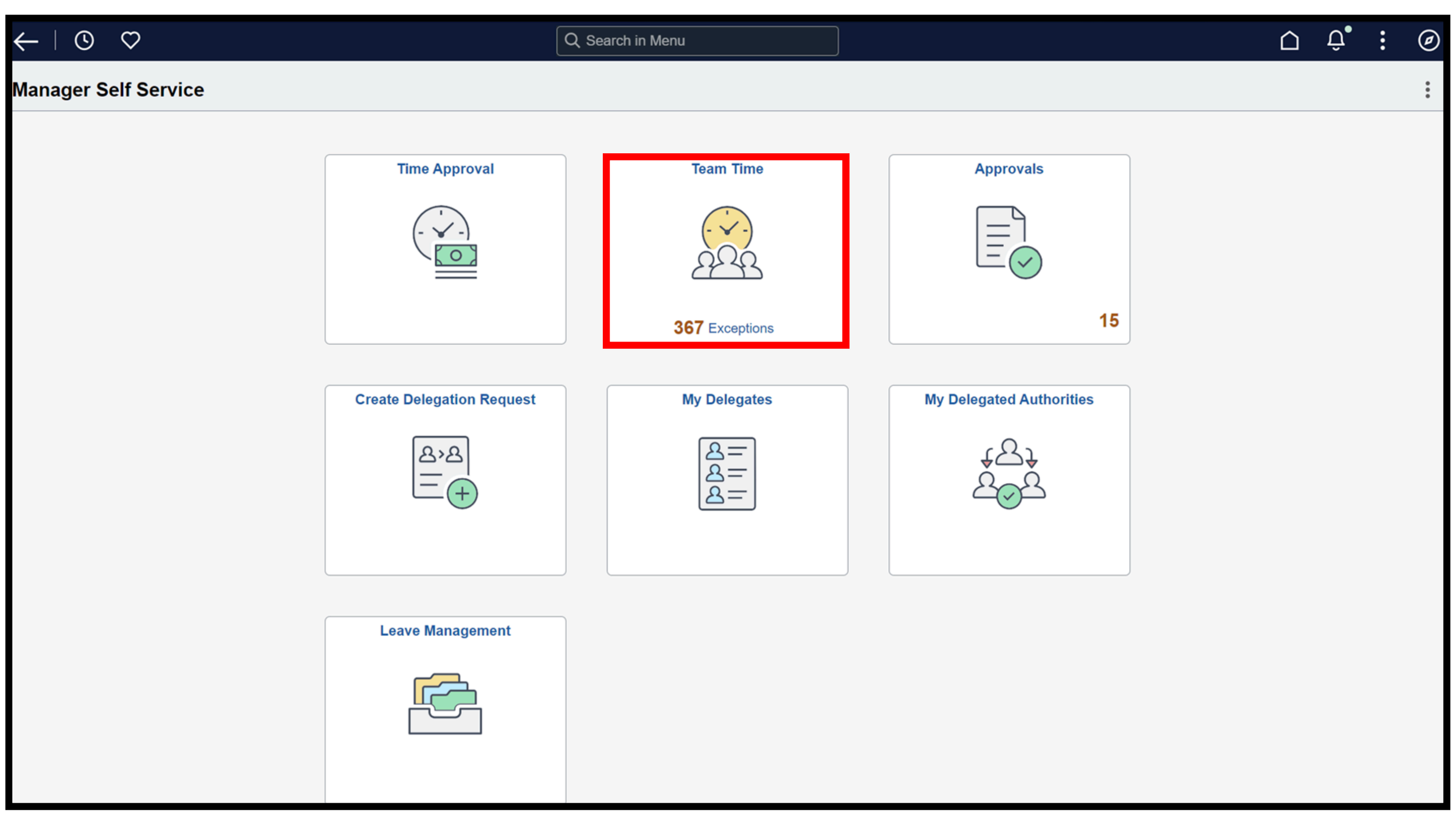


Time Pending Approvals

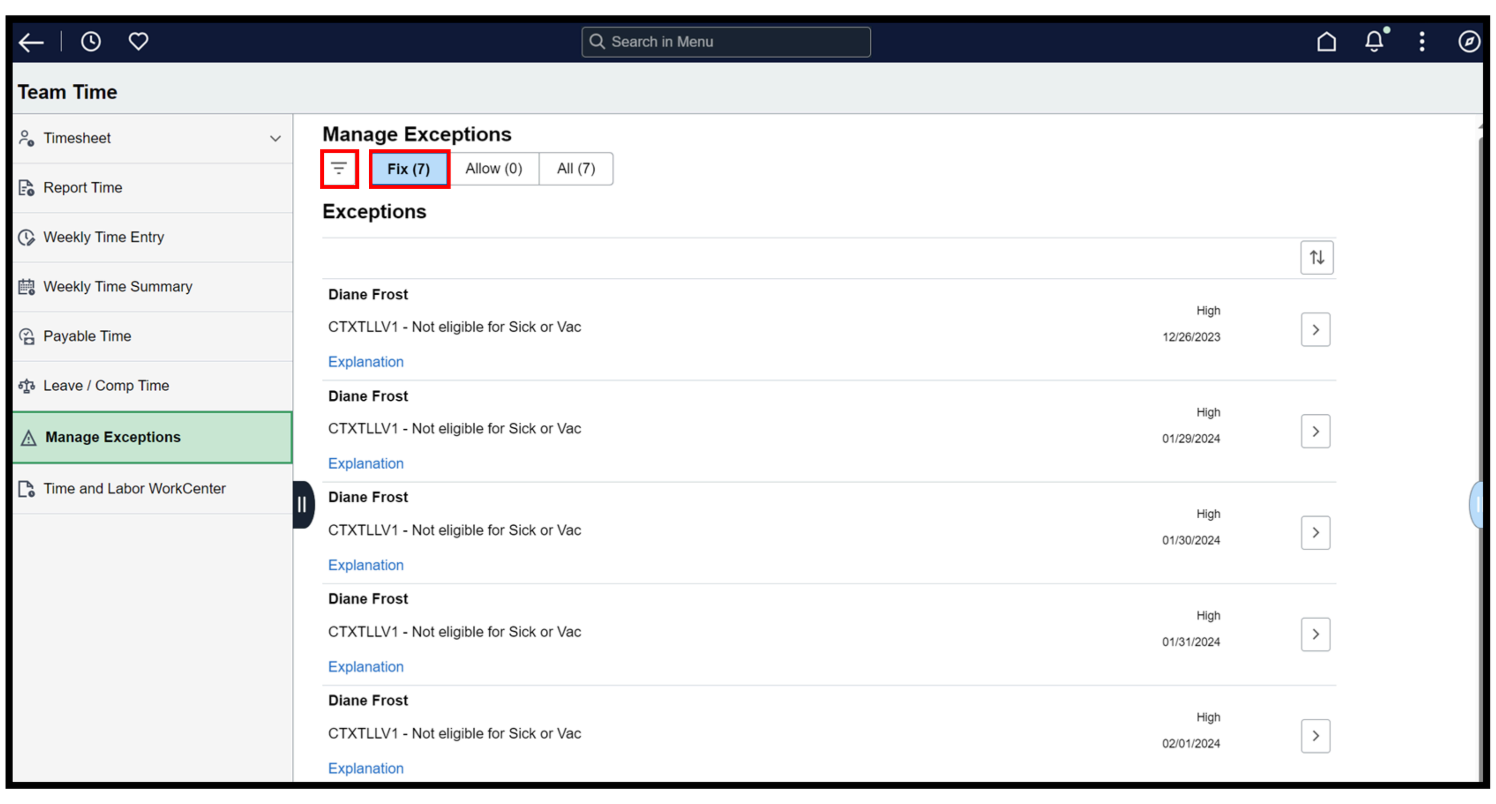
This is the search page for **Time Approval**. Under the **Employee Selection** section, identifying information for an employee can be entered. The **Change Time in View** section allows for the date range to be entered. If there needs to be time approved for a group, the **Time Reporter Group** field can be utilized. Input identifying information and then select **Get Employees** to populate the necessary data.



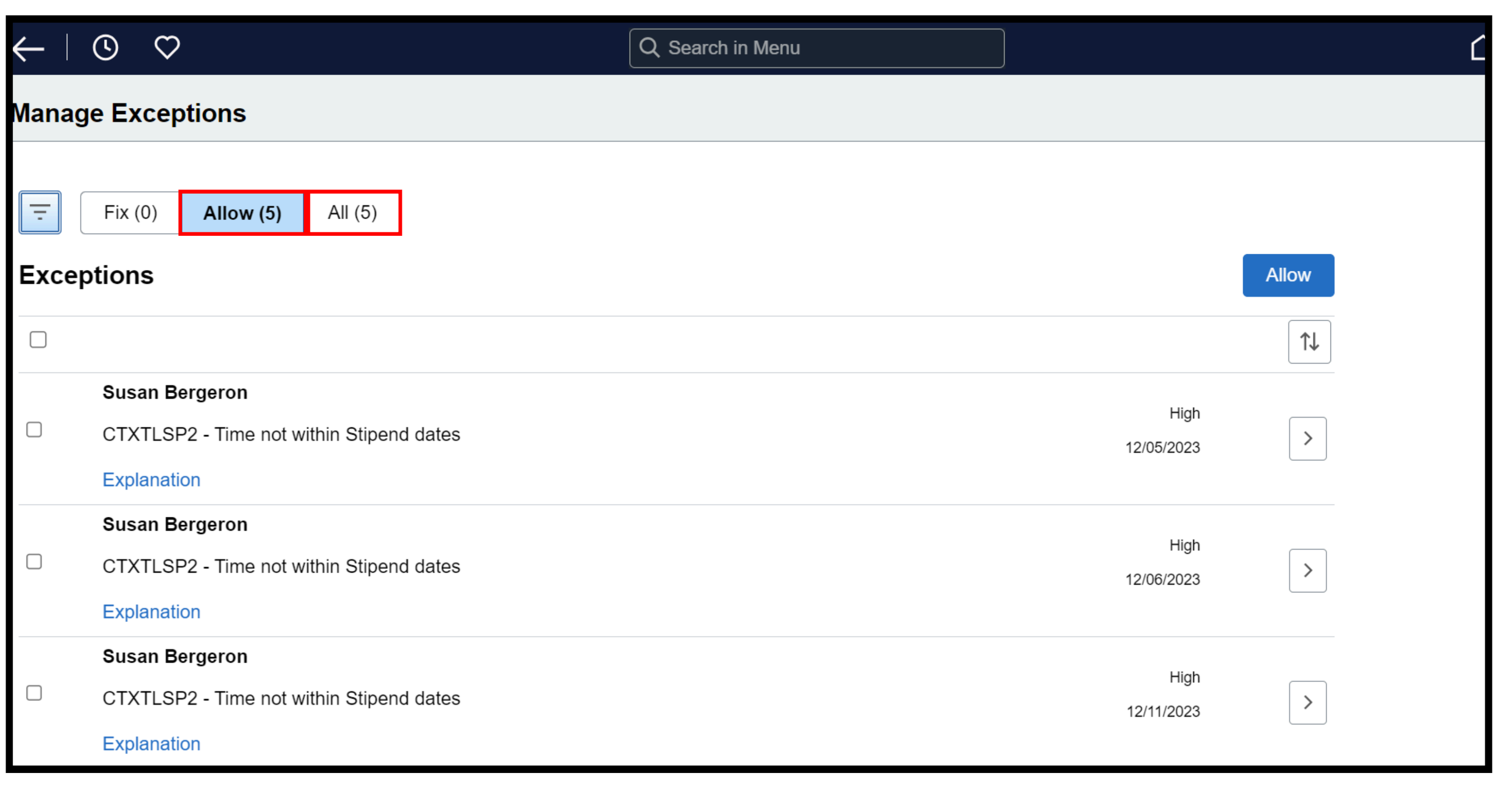
Managing Exceptions



Responsibility for managing exceptions depends on the agency. These exceptions are errors or warnings in time entry or setup data. These are generated after the time administration process is run and require review. Click on the **Team Time** tile from the Manager Self-Service Homepage to resolve exceptions.



Filter by clicking on the **Filter** icon. The **Fix** tab shows all exceptions that are pending a resolution. The exceptions must be corrected for the timesheet to be accepted.



The **Allow** tab shows exceptions where Core-CT identified an issue without a fix to the timesheet. The **All** tab shows unresolved exceptions in both the **Fix** and **Allow** categories.