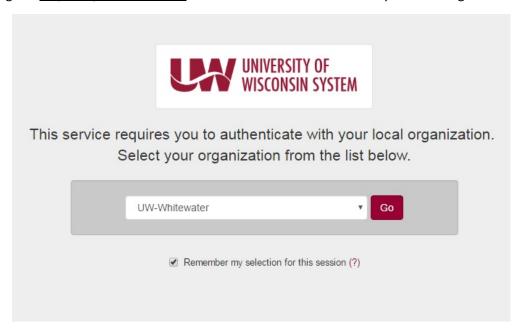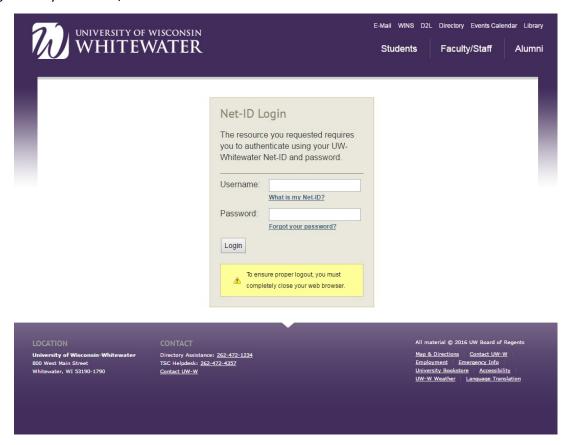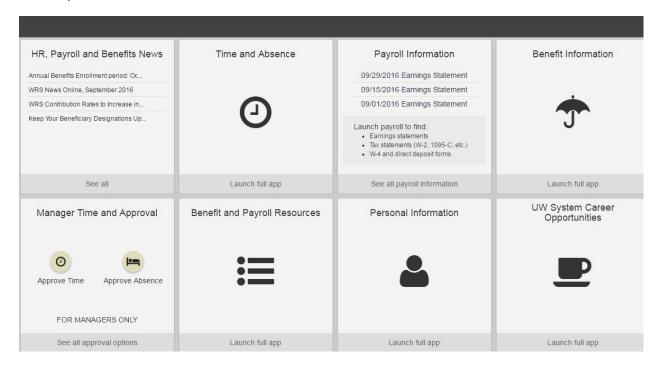# Supervisor: Approve Payable Time Instructions

1. Please go to http://my.wisconsin.edu and select "UW-Whitewater" as your local organization.

2. Log in with your Net ID/Password

3. Click on the small "Approve Time" clock icon located in the Manager Time and Approval box to take you to the next screen

4. Click on the "Approve Payable Time" button to take you to approve students' hours in HRS
5. Log in HRS with your Net ID/Password
6. Please follow the steps below to approve hours in the Approve Time for Time Reports screen:
   a. Type "STH" for Workgroup
   b. Click "Get Employees"
   c. Click on employee's name to verify day and number of hours worked
   d. Click "Adjust Reported Time" if you would like make adjustment to the student's timesheet; remember to click on "submit" once you're done making the adjustment.
   e. To go back to the approval screen, select "Return to Payable Time"
   f. Select the boxes next to the dates/hours you would like to approve and click "Approve" (you may select the "select all" box for quick approval)
   g. Click "Return to Approval Summary" to return to your list of employees
   h. To check if the approval is saved, click "Get Employees" again and the name should not be listed on there with the rest of those who did not get approved yet.

For additional instructions on how to approve time, please visit this link:
https://kb.wisc.edu/hrs/page.php?id=15628

Note: Please try to approve your students' hours by the Monday before the final calc. & confirmation date of each pay period, as the absolute last day to approve time for the current pay period is the morning/noon of the confirmation date.

Revised 4/14/2017