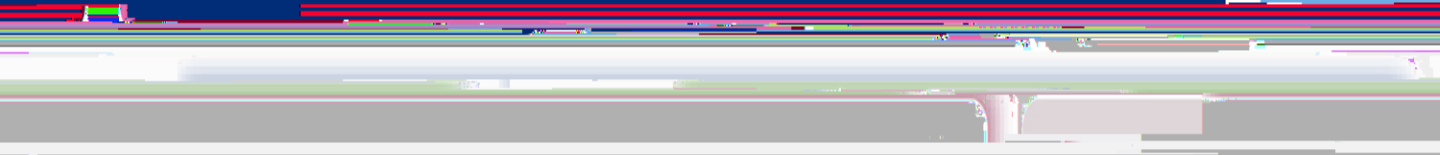




Manager Self-Service Time Entry

Time Entry Approval Bookmark



Period Approval

If you select “Period Approval”, you will be directed to a list of direct reports.

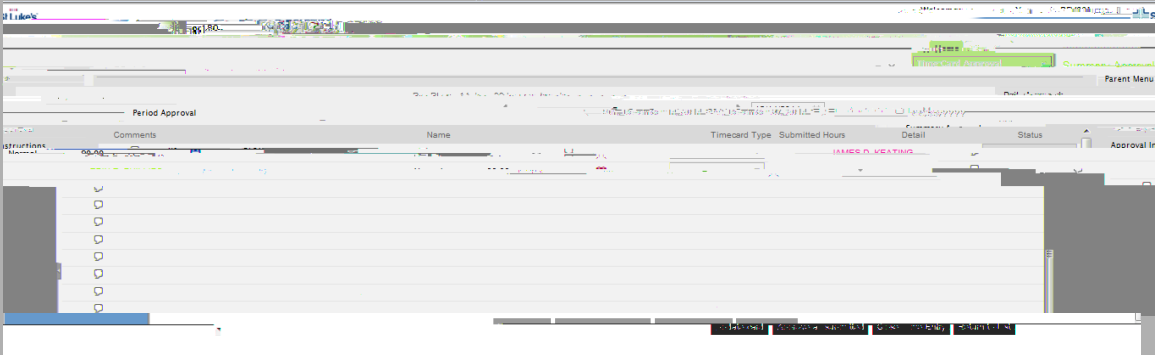
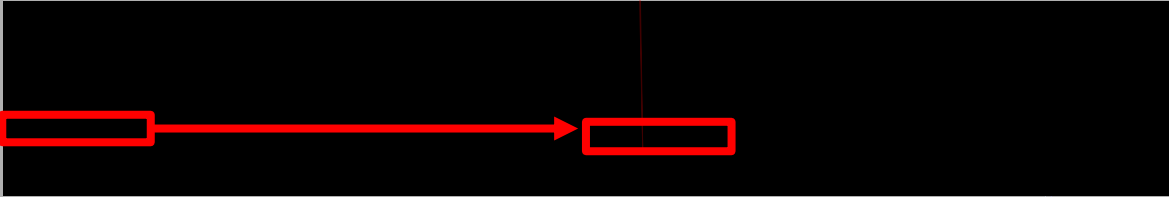
1

Period Approval Available Activities

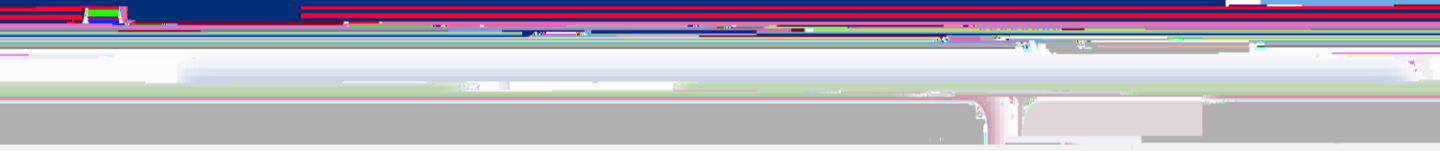
5. Time card status: Approve or Reject –

Summary Approval Pay Plan Types

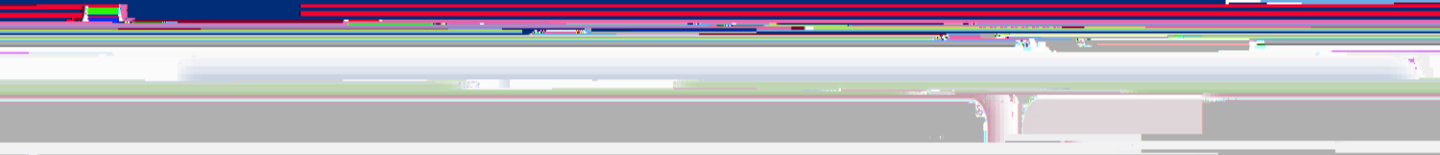
If you select Summary Approval, both types of plan types, either Exempt or Non-Exempt, will be listed in the form. Choose the plan type of employees that you are about to review.



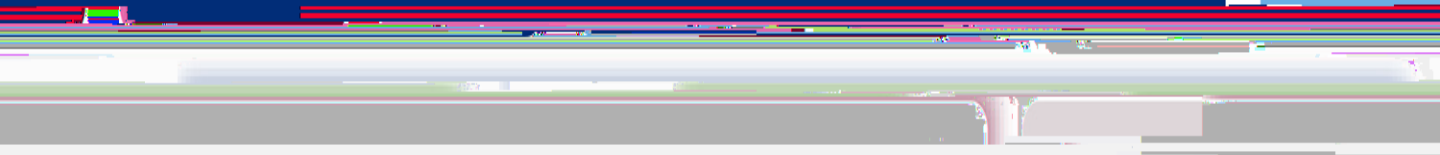
Summary Approval Activities



Changing Time Card or



Status Selection for Report



Remote Time Card Approval

Remote Time Card Approval

If you need to approve time from home or remotely, please access **myBC** through