INSTRUCTIONS: HOW TO APPROVE TIME
(SUPERVISOR/MANAGER ONLY)

APPROVING SHOP EMPLOYEE HOURS

Log in to Service Requests

Enter user name and password to log onto the Service Request System.
Note: User name and password will be provided by designated HR Liaison.
How To Locate The Employee’s Shop

Press F7 - Options
Press M – Managers Actions
Press A – Approve Time

Above is what the screen will look like once you finish following the above steps.
How To Locate and Approve An Employee’s Hours:

Highlight Shop – Using down arrow
Enter
List M (My Tech’s) or A (All Tech’s) will be at the bottom of screen. Choose one.
Highlight employee’s name
Enter
Change date if needed
Enter

Once you “Press Enter,” the screen looks like the above.
Approving an Employee’s Hours:

View employee’s entries to make sure they are correct
Press F10 on each entry to approve time
Note: How many entries you can approve is at the bottom of screen
Or
Press F10 and then press shift * to approve all entries at once.
Once hours are approved, press escape key 4 times to get out of employee’s time and go to next employee.

Above screen shows employee’s hours approved.
After Approving an Employee’s Hours:

If you want to exit the shop you are currently in, press escape until you are at the steps that show “How to locate an employee’s shop.”

If you are finished in the Service Request system, press escape until you see the question “Exit Completely?” Y/N.

Note: This question will be at the bottom of the screen.

Press Y – This will close the Service Request System.