

# Manager Self-Service (MSS) > Approve Working Time and Leave Requests Online

## Written Instructions

### Written Instructions

1. Log in to the myUK portal, located at [myuk.uky.edu](http://myuk.uky.edu):

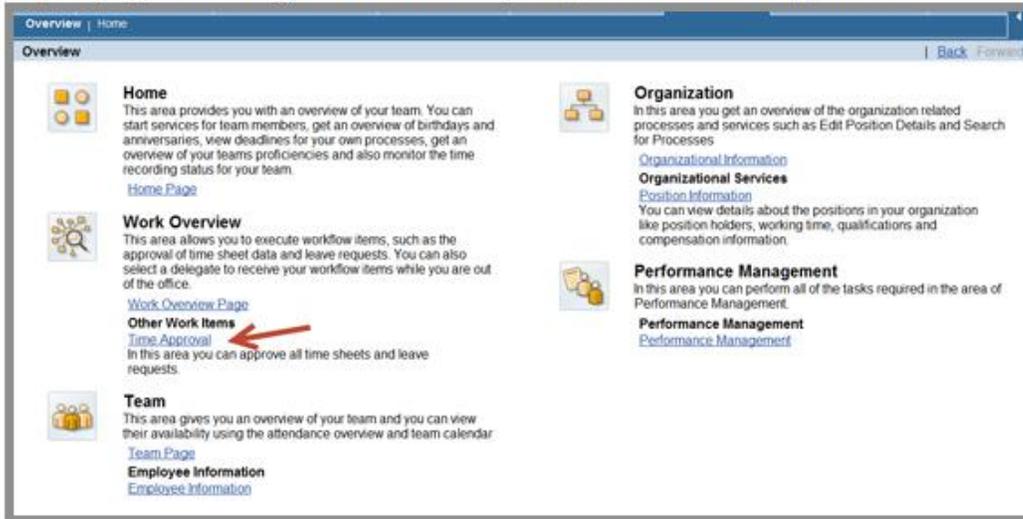


2. Depending on your business roles, you may see a variety of tabs on the myUK page. Please choose the "Manager Self-Service" tab for access:

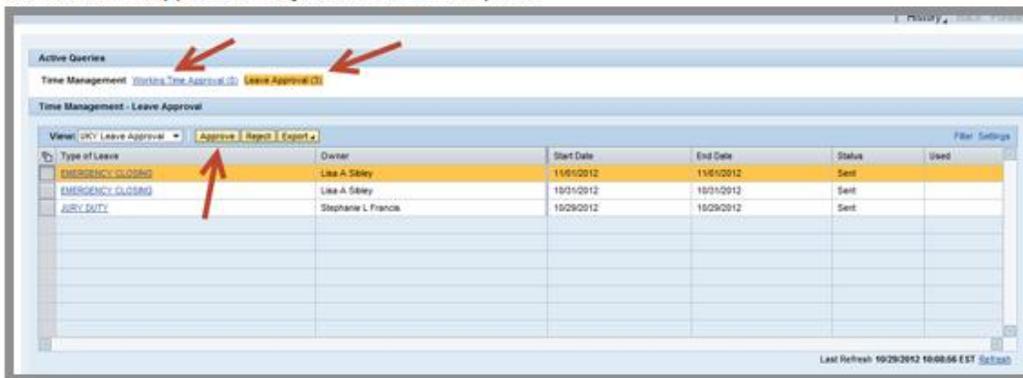


- You can access time approval in the Work Overview area. You can approve time via the **Work Overview Page** link, or via the **Time Approval** link.

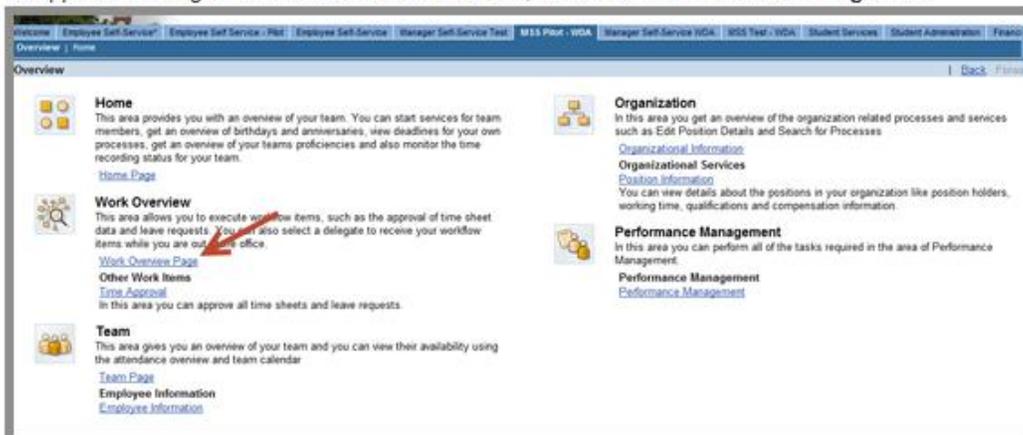
To quickly approve Working Time and Leave Requests, choose the **Time Approval** link:



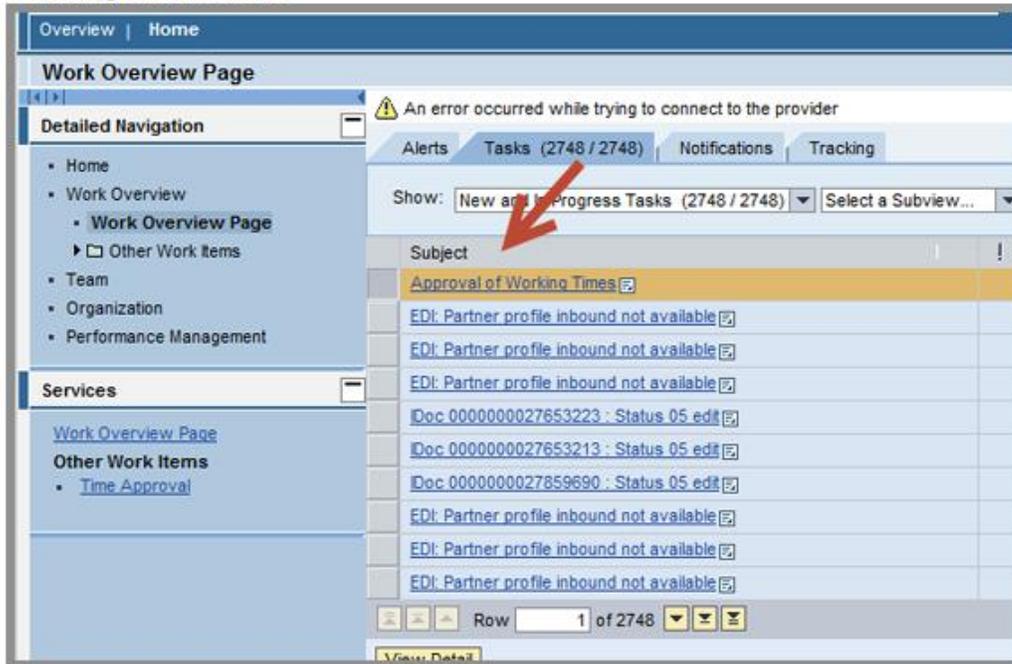
- The Time Approval link opens all active Working Time or Leave requests that have been submitted for approval. Choose either the **Working Time Approval** or **Leave Approval** link. *NOTE: you must click on either of these links for the number of items to refresh.* Highlight the row or rows that need approval, and click the Approve or Reject button to complete:



- To approve working time via the Universal Worklist, click the **Work Overview Page** link:



6. The Universal Worklist shows tasks that are assigned to you. If working time or a leave request has been submitted by an employee for your approval, you will see "Approval of Working Time" or "Leave Request" links under the subject column of the **Tasks** tab. For example, you would click the "Approval of Working" time link below:



7. This will open the **Collective Approval** screen for all Working Time entries that need approval. You can collectively approve all entries, reject all or resubmit all:



8. If time is rejected, you can choose a rejection reason. The employee can resubmit or delete the working time entry that was rejected:



- To approve all time, click the **Review** button. This will show the details for time entry. Click **Save** to approve time:

View: UK- Standard Approval View

EE id	Empl./Appl Name	Att / Abs Type	A/A type text	Frn	To	Message	Number	Approval	RejectionReason
11057271	Kelly Lynn Dick	1005	HOURS WORKED	10/01/2012	10/31/2012	1	2.0	Approve All	
11063419	Kelly Lynn Dick	1005	HOURS WORKED	10/01/2012	10/31/2012	1	4.0	Approve All	

Previous Step **Review**

View: UK- Standard Approval View

Empl./Appl Name	Employee	Rec. Cctr	Att./abs. type	Date	Number
Kelly Lynn Dick	11057271		1005	10/29/2012	1 H
Kelly Lynn Dick	11057271		1005	10/30/2012	1 H
				Total	2 H
Kelly Lynn Dick	11063419		1005	10/24/2012	2 H
Kelly Lynn Dick	11063419		1005	10/25/2012	2 H
				Total	4 H

Previous Step **Save**

- To approve working time individually, click on the number of hours entered from the **Collective Approval** screen:

View: UK- Standard Approval View

EE id	Empl./Appl Name	Att / Abs Type	A/A type text	Frn	To	Message	Number	Approval	RejectionReason
11057271	Kelly Lynn Dick	1005	HOURS WORKED	10/01/2012	10/31/2012	1	2.0	Approve All	
11063419	Kelly Lynn Dick	1005	HOURS WORKED	10/01/2012	10/31/2012	1	4.0	Approve All	

Previous Step **Review**

- You can approve, reject or resubmit each entry individually. When finished, click the **Transfer** button:

View: UK- Standard Approval View

Show Approved Working Times

Indiv. Approval for EE id 11057271, Att / Abs Type 1005, Period From 10/01/2012 To 10/31/2012 Recorded 2 H

Date	Empl./Appl Name	Employee	Rec. Cctr	Att./abs. type	Number	Approval	RejectionReason	Message
10/29/2012	Kelly Lynn Dick	11057271		1005	1.0	Approve		
10/30/2012	Kelly Lynn Dick	11057271		1005	1.0	Approve		

Previous Step **Transfer**

12. When working time has been approved, the employee will see the status as "Approved" in the details notes of their timesheet.

The screenshot shows a 'Details' dialog box with the following fields and sections:

- Recorded Data**
  - Personnel Assignment: 11057271
  - Personnel assignment text: 50110892 11057271 ( Active )
  - Att./Absence type: HOURS WORKED (1005)
- Recorded Time**
  - Date: 10/22/2012
  - Cell content: 1
- Further Details**
  - Reason for rejection: (empty field)
  - Processing status: **Approved** (highlighted with a red arrow)
  - Document Number: 0010235834
- Information**
  - Note: (empty text area)

At the bottom right, there are 'OK' and 'Cancel' buttons.