

PeopleSoft Timesheet Approval Guide

Approval Steps: Approve on the 7th and 22nd of each month

1. Log in to [myPugetSound](#)
2. In the **HR—Manager Self Service** navigation collection, select **Approve Payable Time**. The pay cycle start and end dates are prepopulated. The start date will automatically adjust to include any supervisees' past period changes.
3. Click **Get Employees**. All staff awaiting approval will appear below the date range fields.
4. Click on staff member's **Last Name** to view submitted time. You will be routed to a detail page where you may: review reported hours, approve hours, or provide comments.
5. Review the dates and times reported for completeness and accuracy.
6. If additional review or corrections are needed:
 - Click on **Adjust Reported Time** to access the timesheet
 - Review the detail time and enter any necessary corrections
 - **Submit** the timesheet—Corrections will be available for review and approval approximately 15 minutes after a change is made
 - Press **Return to Payable Time** located at the bottom of the page to return to the payable time approval page
7. Select the rows to approve or click **Select All** to check the box next to each of the reported times.
8. Click **Approve**. NEVER click Deny—see Correcting Time below regarding incorrect hours.
9. Navigate to the next employee using the **Next Employee** link near the top right-hand side of the page.

Correcting Time:

Incorrectly reported time should always be corrected in the timesheet. Hours should be corrected by the staff member if possible. If the staff member is unavailable, timesheet approvers may correct and resubmit time for approval through the steps described in item 6 above, or by following these steps:

1. In the **HR—Manager Self Service** navigation collection, select **Timesheet**.
2. Click **Get Employees** to return all staff, or enter search criteria and then select **Get Employees** to return a selected staff member.
3. Click on the staff member's name to access the timesheet. Instructions for entering time may be found on the [payroll website](#).
4. **Submit** the timesheet. Corrections will be available for review and approval approximately 15 minutes after a change is made.

Tips and Tricks:

- To see the status of submitted hours, select **Payable Time Detail** from HR-Manager Self Service.
- To review or edit a staff member's timesheet, select **Timesheet** from HR-Manager Self Service.
- To see leave balances for your staff, select **Leave and Compensatory Time** from HR-Manager Self Service.