1. Select the reporting period. Periodically using Current Year will show items missed from previous month(s).

2. Enter a personnel number for one employee, or a range of employees. To save time, create a variant using different categories of employees; staff, faculty, student-regular wage, student-work study.

3. Select processing status; 10 for In process, 20 for Released for approval, 30 for Approved, 40 for Approval rejected, or use a range to do more than one or all of these.

4. Check Immediate transfer to HR or no time will be approved or rejected.

5. Click the Execute button to run the transaction.
1. Select line(s) to approve or reject. Multiple lines may be selected simply by clicking them one time.

2. Approve or Reject lines as appropriate.

3. Click the Back button to return to the select screen to run another variant, or click Menu→System→Log off to exit SAP.

The statuses of time entries are shown with four (4) different icons:

- Approved
- Rejected
- Pending (ready to be approved or rejected)
- Locked (time was “saved” but not “saved and released” for approval)

If you make a mistake, you can “Reset the Approval” or “Reset the Rejection” by selecting the appropriate line and then click the right side of the approve or reject button (little piece of paper with black triangle).

Choose the reset option from the dropdown menu. The time status will change to pending.