

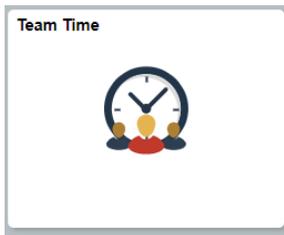
UAccess Employee: Time Management System

How to Approve Time:

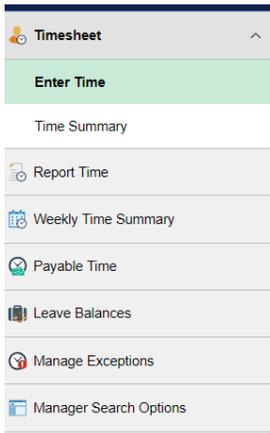
1. Log into UAccess Employee: <https://uaccess.arizona.edu/>
2. Make sure you are on the *UA Manger Self Service* home page, center top of the page



3. Click on the *Team Time* tile



4. You will be defaulted to *Enter Time* option.



- a. *Enter Time* will show all your employees who have time entered for the current pay period or the future. This is the one you will use most often.
5. To see all your employees, click on the Filter button

Enter Time

Use filters to change the search criteri



- a. Put your Position Number in the *Time Approver Position* box

Cancel **Filters** Done

Time Reporter Group ⓘ

Employee ID

Last Name

First Name

Department ⓘ

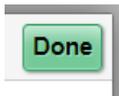
Supervisor Position ⓘ

Workgroup

Time Approver Position ⓘ

i. You will use your Position Number not your Employee ID number to look up those who report to you for time.

6. Click *Done* to see your list



7. You will see a list of employees you need to approve. Click on each person's line to see their timesheet.

8. The timesheet is by week. To change the week to look at time, click on the arrows around Week in the green bar:



a. To change the pay period to view time, click on the arrows around the date, top center of the page:



9. Look at all the time to ensure accuracy. If all is accurate click on the box under Manage Approvals (or each box you want to approve) and choose *Approve*.

▼ Manage Approvals

<input checked="" type="checkbox"/>	Date	Reported Status	Total TRC	Description	<input type="button" value="Approve"/>
<input checked="" type="checkbox"/>	06/17/2019	Needs Approval	5.000 STU	Student Pay	
<input checked="" type="checkbox"/>	06/18/2019	Needs Approval	0.500 STU	Student Pay	

- a. The list under *Manage Approvals* will list all time entered for the whole pay period, not just for the week you see the boxes for. Look at the dates to ensure they are correct.
10. Repeat the approval process for every employee on your list. To easily move between employees, click on the *Next* or *Previous* button in the top/right corner of this screen:



11. Time is Complete!

***Ensure you have all time approved by 10 am Monday Morning! If time is not approved the employee will not be paid.**

***If you run into any issues while approving time please reach out to the Business Office as soon as possible so they may help you approve time or approve time themselves.**