

## **Miami-Dade County**

## Approve Time

Version 1.0



## PURPOSE

This document explains the process of approving time within the INFORMS system. This document is for Managers.



Action								
<ul> <li>Log into INFORMS.</li> <li>Navigate to: Approvals &gt; Time and Absence</li> </ul>								
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The list of Pending Approvals will be available via Pending Approvals page. See Absence to view the list of employees whose time need to be approved.	e lect <b>Time and</b>							
rote:     Pending Approvals      Verse By Trace     Ad     The and Absence     Device Hen     The and Absence     Device Hen     Device Hen     The and Absence     Device Hen     De	Raded Geta2223 > Routed Geta2223 > Routed Geta2223 > Routed Geta2223 >							
	<text><list-item></list-item></text>							



Time can be approved for an individual employee, or mass approved for employees without drilling into details. This can be done by selecting multiple employees or the check box at the top row and selecting the approval button. Select the timesheet for the desired employee(s) and select **Approve**.

**Note:** The indicator feature will distinguish between Time entries and Absence entries and the corresponding period (e.g., current / future / prior)

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(C) H	с номе Pending Approvals					
	View By Type	*	Ŧ		Approve	
	All (	434	Time and Absence		25 re	
•	Budget Journal	34				
P	Payment Request	259	<ul> <li>Time and Absence Devrick Hein</li> </ul>	Quantity for Approval 24 00 Hours 10/02/2023 - 10/12/2023	Routed 09/27/2023	
~	Performance	25		Time Entry Current Period		
1	Purchase Order	25	Devrick Hein	Quantity for Approval 8 00 Hours 10/05/2023 - 10/05/2023 Absience Current Period	Routed 09/05/2023	
Ä	Requisition	2	Time and Absence	Quantity for Approval 8.00 Hours	Routed	
ŧ	Supplier	۲	Devrick Hein	10/10/2023 - 10/10/2023 Absence Current Period	09/26/2023 >	
2	Supplier Change Request	3	<ul> <li>Time and Absence Devrick Hein</li> </ul>	Quantity for Approval 4.00 Hours 10/11/2023 - 10/11/2023	Routed 09/28/2023	
8	Time and Absence	(25)		Absence Current Period		
6	Voucher	<u>62</u>	Time and Absence     Leigh Fagan	Quantity for Approval 9.00 Hours 06/25/2023 - 06/25/2023 Time Entry Prior Period	Routed 09/02/2023 >	

A pop-up window will appear requesting Approver Comments. Enter comments and select **Submit.** 

3.

ancel Mass A	Approve St
Approver Comments	
1	
You are about to approve th	e following 2 request(s).
Time and Absence	Routed
Dollie Paris	07/14/2023
Quantity for Approval 16.00 Hour	s
08/09/2023 - 08/11/2023	
Time Entry Current Period	
Time and Absence	Routed
	07/14/2023
Norius Gerlach	
Norius Gerlach Quantity for Approval 8.00 Hours	
Norius Gerlach Quantity for Approval 8.00 Hours 07/12/2023 - 07/12/2023	



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Time and Absence	Time Entry Current Period	06/20/2023
Time and Absence     Dollie Paris	Quantity for Approval 32.00 Hours	Routed 05/20/2023
	Cancel Filters Filter	
Approver Comments	Type Time and Absence v	
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	From	
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4.       To drill down into the time or absence entry, select the row in the Time Entry and Ab details section in which needs to be approved.         4.       Image: A section in which needs to be approved.         5.       Select the individual time entry lines or all time entry lines. Select the Approve buttor approve this employee's reported time or absence request.         5.       Image: A section in the Section is the section in the Section is the sec								
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