



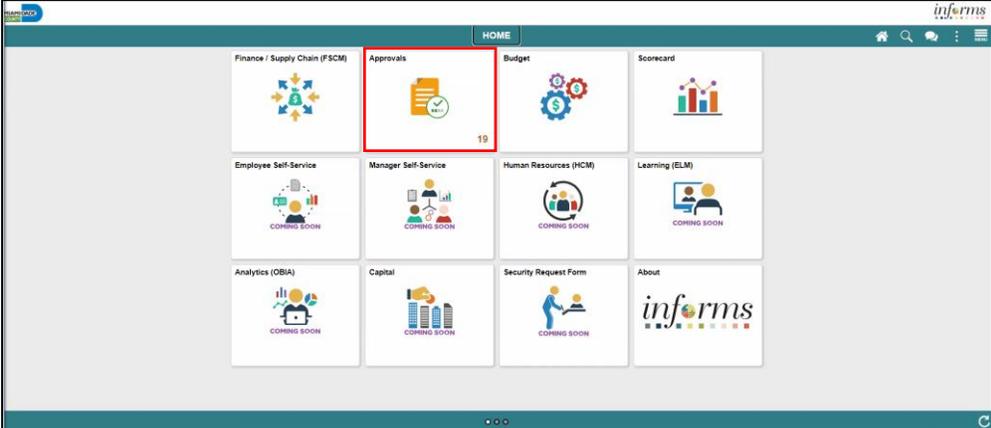
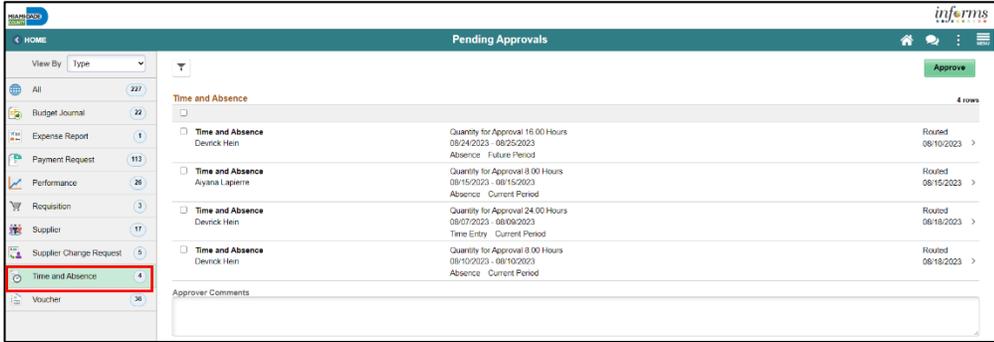
Miami-Dade County

Approve Time

Version 1.0

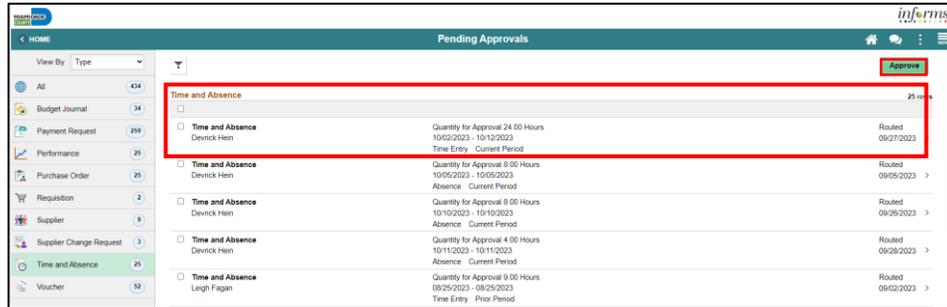
PURPOSE

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

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|-----------------------|---------------|-----------------------|------------|----------|--------|---|-------------|-------------|------------|------------|--------|---|-----------------|------------|------------|------------|--------|---|-------------|-------------|------------|------------|--------|---|-------------|------------|------------|------------|--------|
| 1. | <ul style="list-style-type: none"> Log into INFORMS. Navigate to: Approvals > Time and Absence  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | <p>The list of Pending Approvals will be available via Pending Approvals page. Select Time and Absence to view the list of employees whose time need to be approved.</p>  <table border="1"> <thead> <tr> <th>Category</th> <th>Employee Name</th> <th>Quantity for Approval</th> <th>Start Date</th> <th>End Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Time and Absence</td> <td>Devrick Hen</td> <td>16.00 Hours</td> <td>08/24/2023</td> <td>08/25/2023</td> <td>Routed</td> </tr> <tr> <td><input type="checkbox"/> Time and Absence</td> <td>Aiyana Lapierre</td> <td>8.00 Hours</td> <td>08/15/2023</td> <td>08/15/2023</td> <td>Routed</td> </tr> <tr> <td><input type="checkbox"/> Time and Absence</td> <td>Devrick Hen</td> <td>24.00 Hours</td> <td>08/07/2023</td> <td>08/09/2023</td> <td>Routed</td> </tr> <tr> <td><input type="checkbox"/> Time and Absence</td> <td>Devrick Hen</td> <td>8.00 Hours</td> <td>08/10/2023</td> <td>08/10/2023</td> <td>Routed</td> </tr> </tbody> </table> | Category | Employee Name | Quantity for Approval | Start Date | End Date | Status | <input type="checkbox"/> Time and Absence | Devrick Hen | 16.00 Hours | 08/24/2023 | 08/25/2023 | Routed | <input type="checkbox"/> Time and Absence | Aiyana Lapierre | 8.00 Hours | 08/15/2023 | 08/15/2023 | Routed | <input type="checkbox"/> Time and Absence | Devrick Hen | 24.00 Hours | 08/07/2023 | 08/09/2023 | Routed | <input type="checkbox"/> Time and Absence | Devrick Hen | 8.00 Hours | 08/10/2023 | 08/10/2023 | Routed |
| Category | Employee Name | Quantity for Approval | Start Date | End Date | Status | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Time and Absence | Devrick Hen | 16.00 Hours | 08/24/2023 | 08/25/2023 | Routed | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Time and Absence | Aiyana Lapierre | 8.00 Hours | 08/15/2023 | 08/15/2023 | Routed | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Time and Absence | Devrick Hen | 24.00 Hours | 08/07/2023 | 08/09/2023 | Routed | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Time and Absence | Devrick Hen | 8.00 Hours | 08/10/2023 | 08/10/2023 | Routed | | | | | | | | | | | | | | | | | | | | | | | | | | |

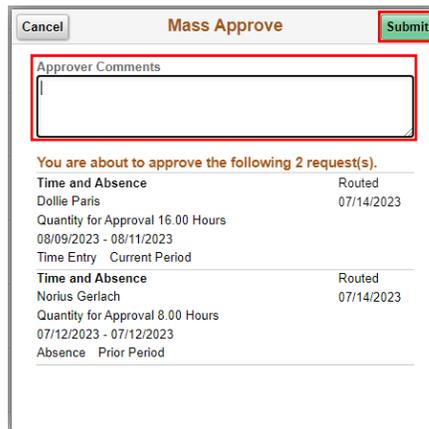
Time can be approved for an individual employee, or mass approved for employees without drilling into details. This can be done by selecting multiple employees or the check box at the top row and selecting the approval button. Select the timesheet for the desired employee(s) and select **Approve**.

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

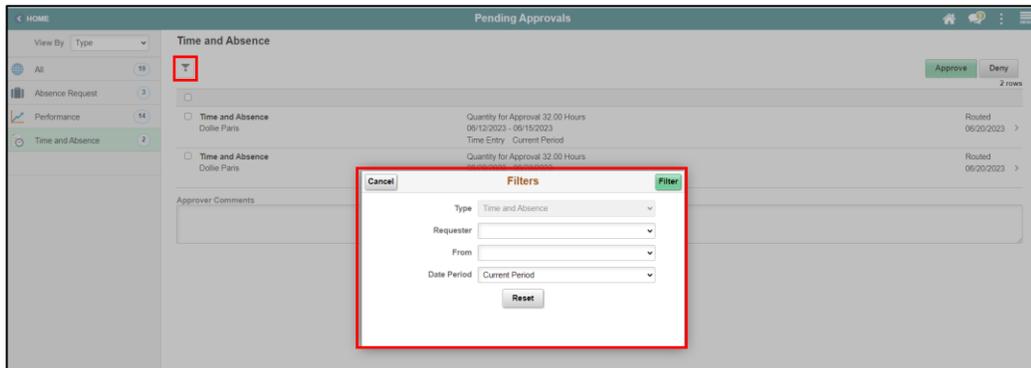


A pop-up window will appear requesting Approver Comments. Enter comments and select **Submit**.

3.

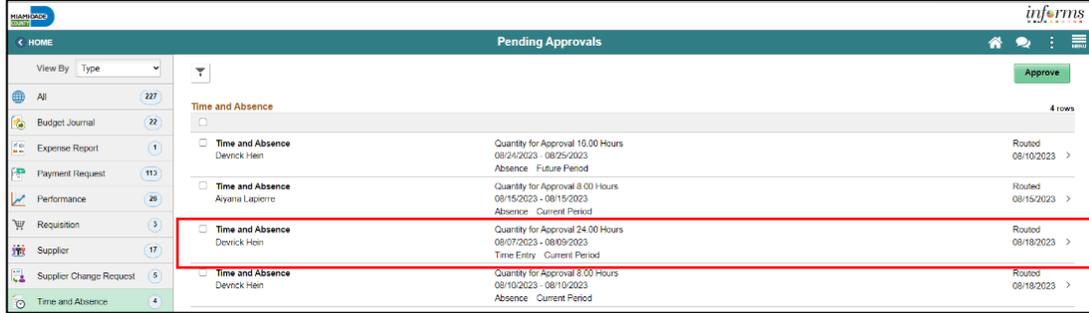


NOTE: The Filters icon can be utilized to filter by **Requester**, **From** (Time / Absence), or **Date Period**:



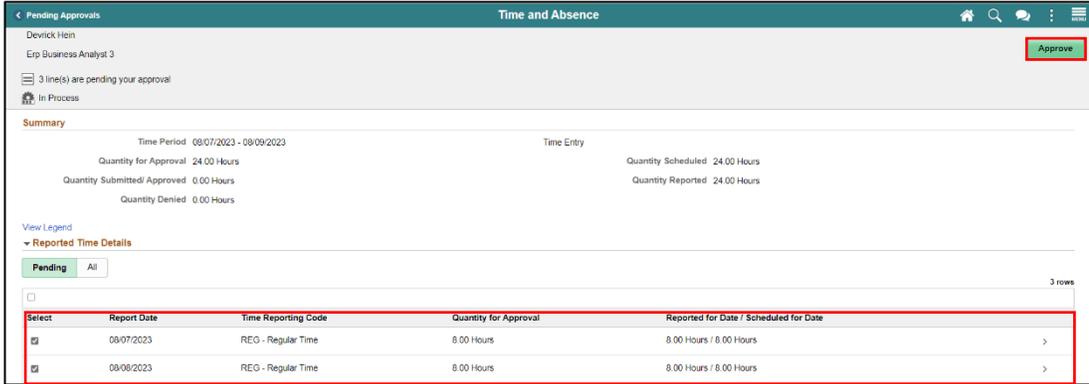
4.

To drill down into the time or absence entry, select the row in the **Time Entry and Absence** details section in which needs to be approved.



5.

Select the individual time entry lines or all time entry lines. Select the Approve button to approve this employee’s reported time or absence request.



6.

An **Approve** window will populate to ensure all comments are included prior to submitting the time reported. Select **Submit**.



NOTE: INFORMS will populate a message to inform the approver that they have Approved the request.