

## Manager: How to Approve / Reject a Time Request

### STEP 1: Access the Process Time Requests Application

You will receive an email that says a Time Request has been submitted for your approval. You can click directly on the link in the e-mail or Log into the **CityLink MSS Page**: [www.portlandonline.com/employee](http://www.portlandonline.com/employee) (Click **SAP CityLink Portal**).

On the **Manager Self-Service** tab, click the **Process Time Requests** link.



#### Manager Tasks

Overview of tasks to be completed.

#### Quick Links

[Reminder of Dates](#)

[Employee Time Approval](#)

[Process Time Requests](#)

[View Time Requests](#)

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**Pending Request Overview** | Refresh

Delegations

Select a Delegation: John Williams - 40003917

Requests Waiting For Approval

| Request ID   | Employee Number | Employee Name | Request Type |
|--------------|-----------------|---------------|--------------|
| 000000050004 | 00832840        | Sally Brown   | Overtime     |

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### STEP 2: Find the Time Request

Select the **line item request** you want to view. Details will show up at the bottom of the screen.

**NOTE:** If you are looking for an employee who has been delegated to you by another manager, use the **Select a Delegation** drop down to view the other manager's employees and select a request.

### STEP 3: Review and Add Notes

Review the request details. You can view the employee's available quota balances and add any comments about the approval or rejection in the **Comments** box at the bottom.

**NOTE:** Quota balances are based on actual time entered on the employee's time sheet and not on any approved time in the Time Request application.

### STEP 4: Approve or Reject the Request

If you approve the time request, click the **Approve** button. If you do not approve the request, click the **Reject** button.

You can use the **Approve** or **Reject** buttons at either the top or bottom of the screen.

An email notification will be sent to the employee with the status of the time request.

**Request Details** | Approve | Reject

Quota Details

| Quota Text            | Quota Remaining | End Date   |
|-----------------------|-----------------|------------|
| Sick Leave            | 310.00000       | 12/31/9999 |
| Vacation Leave        | 280.00000       | 12/31/9999 |
| Sick Dependent Care   | 32.00000        | 12/31/2012 |
| Vacation Over Maximum | 14.98000        | 12/31/9999 |

Note: Quota balance will NOT change based on a leave request. A update.

Request Type

Employee Name: Sally Brown

Request ID: 000000050004

Request Type: \* Overtime

Overtime Payment Preference: \* Paid

Request Status: Pending Approval

General Data

Start time: \* 10/30/2012  All day

End time: \* 10/30/2012

Submitted By: Sally Brown Submitted On: 10/30/2012

Processor:

Previous Comments:

Comments: 3

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