How Do I Approve Time

- 1. Login to EagleLINKS
- 2. Click the Dropdown Icon for Employee and then select Manager function

	Menu - Search in Me	nu	Q
Employee 👻			
Employee	w	alcome	Timekeening
Manager	To access your Favorites and the Main Menu: Click (2) In the right comer		-1-
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	Employee Self-Service	Campus Systems	Campus Dashboard (Campus
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	Emergency Notification Sign Up	Change Password	People Finder
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3. Click on Manager Timekeeping

		Menu 👻	Search in Menu	Q
Manager 🗸				
	Business Manager		Manager Timekeeping	
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4. Click Search

K Employee Timekeeping	Manager Timekeeping
Approve Time by Group	Approve Time by Group
Mgr Access to Emp Time History	Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value
	▼ Search Criteria
	Group ID [begins with ♥] Q. Pay Group [begins with ♥]
	Search Clear Basic Search 🛱 Save Search Criteria
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5. Select the **Pay Group** to Approve

C Employee Timekeeping		Manager Timekeeping
Approve Time by Group	Approve Time by Group	
Mgr Access to Emp Time History	Approve time by Group Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value ▼ Search Criteria Group ID begins with ▼ Pay Group begins with ▼ Search Citeria Search Citeria Search Citeria Search Citeria Search Results View All First ● 1.2 of 2 ● Last Group ID Pay Group Description APSUP RC6 Infosystem Application Support	