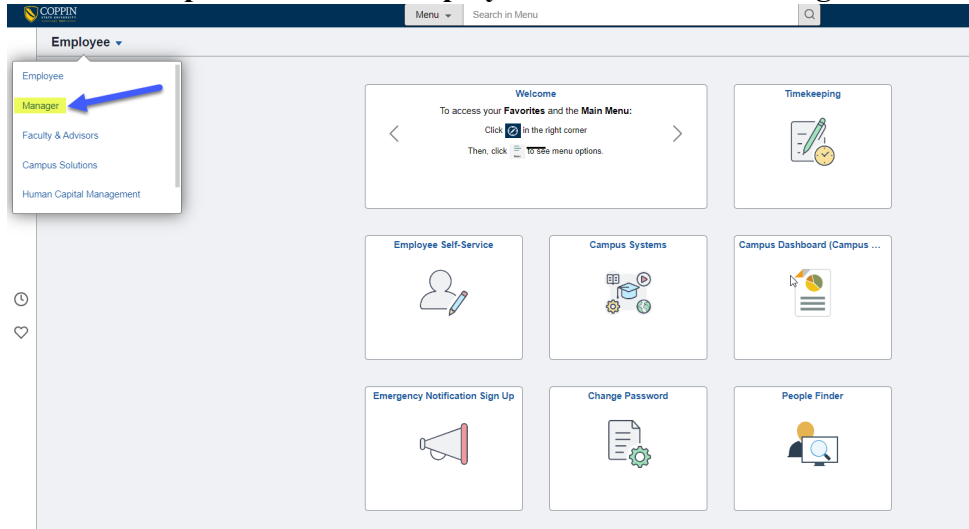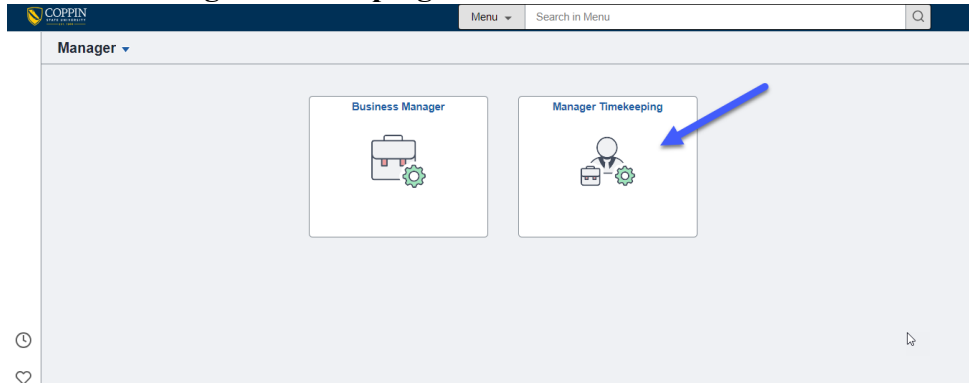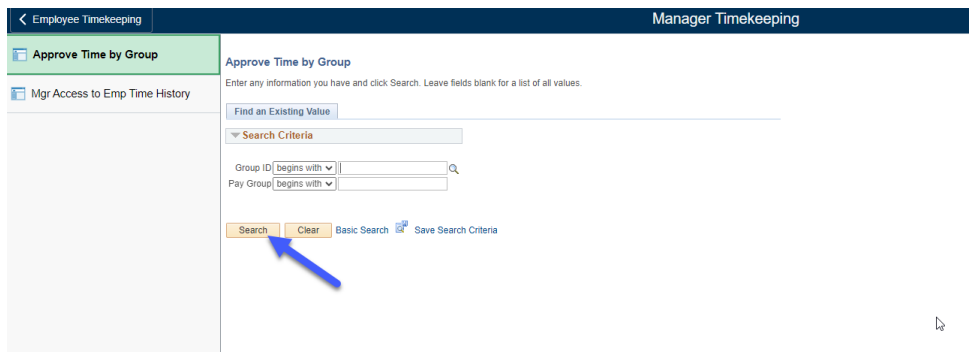# How Do I Approve Time

1. Login to EagleLINKS

2. Click the **Dropdown** Icon for **Employee** and then select **Manager** function

3. Click on **Manager Timekeeping**

4. Click **Search**

5. Select the **Pay Group** to Approve