

Approving Hours- Manager

1. <https://128297.tcplusondemand.com/app/manager/#/ManagerLogOn/128297>
2. User ID:
Password:
3. Hours > Individual Hours
4. Select an employee
5. Double click on a segment to correct
6. MV = Manager approval; EV = Employee approval
7. For individual segment approval: check each box under MV
To approval all segments at once:
 - Check the box in the top left corner (next to the bell)
 - Click Resolve Period (Blue box at top)
 - Click the bubble under approval for Manager Approval