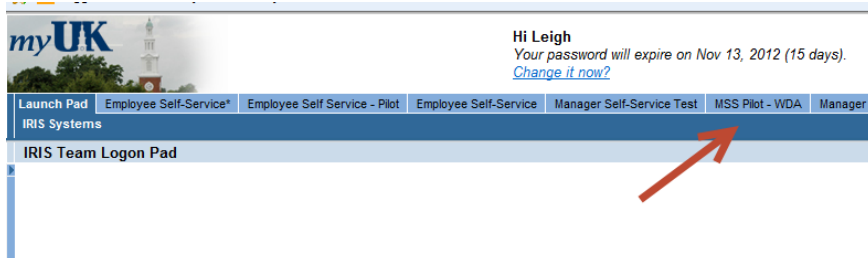


## Agents Only

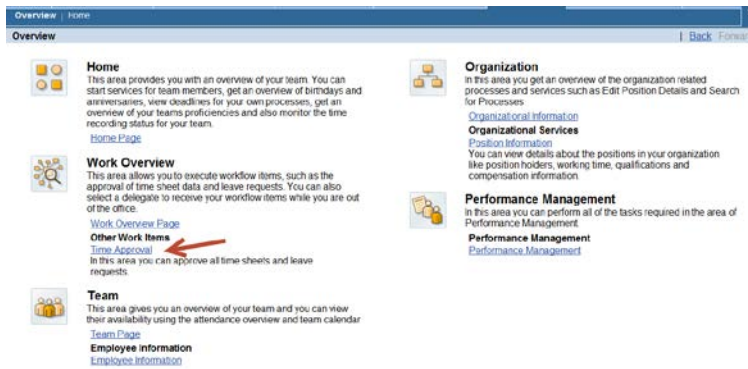
**APPROVE WORKING TIME AND LEAVE REQUESTS:** Access Manager Self-Service through myUK.

Depending on your business roles, you may see a variety of tabs on the myUK page. Please choose the “MSS Pilot-WDA” tab for access:

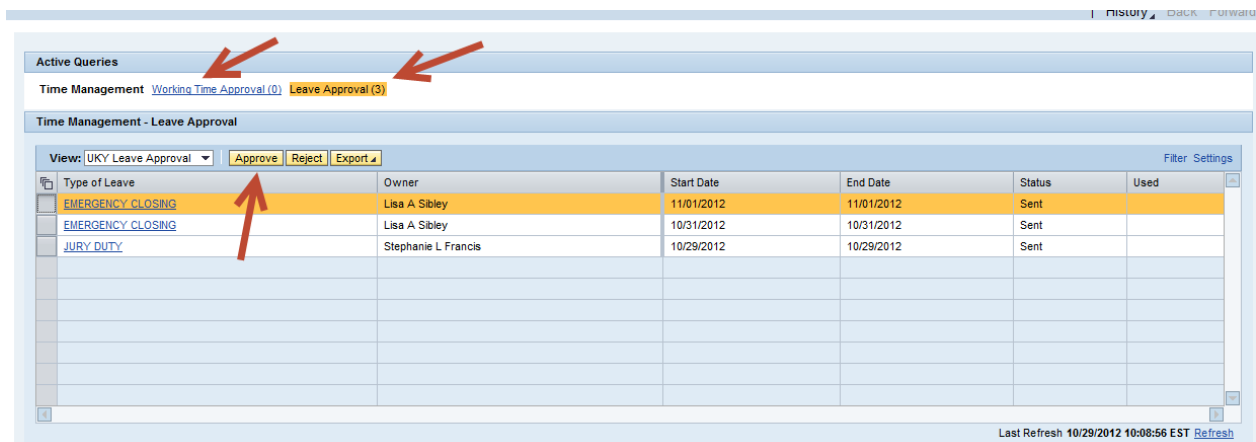


You can access time approval in the Work Overview area. You can approve time via the **Work Overview Page** link, or via the **Time Approval** link.

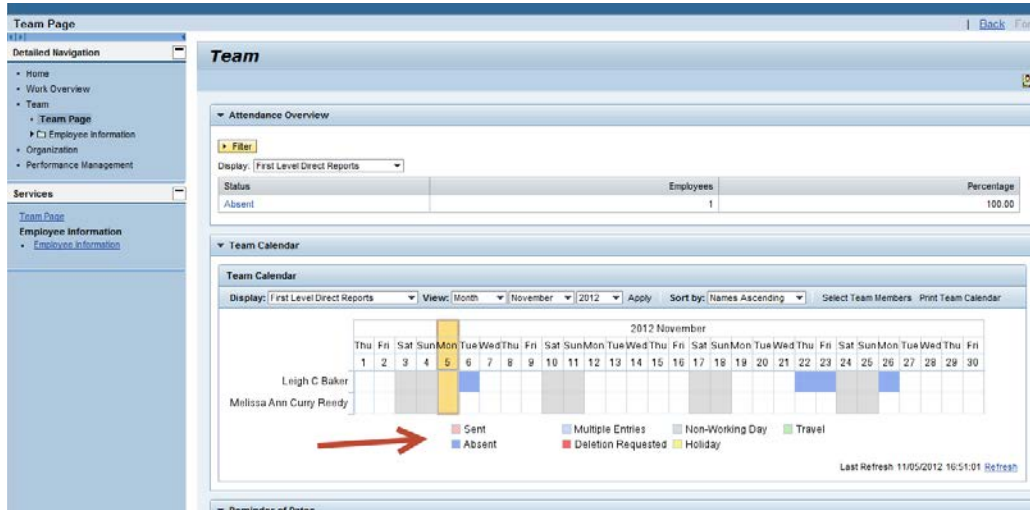
To quickly approve Working Time and Leave Requests, choose the **Time Approval** link:



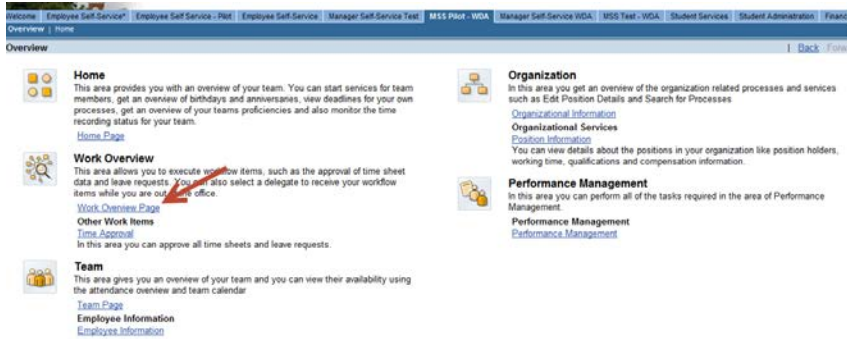
The Time Approval link opens all active Working Time or Leave requests that have been submitted for approval. Choose either the **Working Time Approval** or **Leave Approval** link. Highlight the row or rows that need approval, and click the Approve or Reject button to complete:



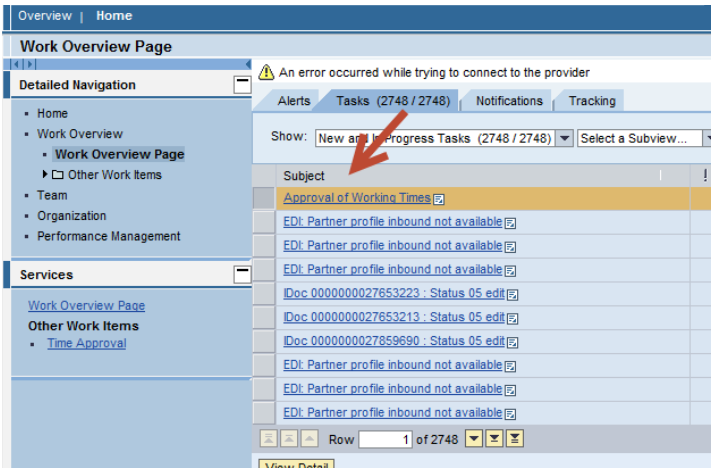
Supervisors can see leave requests that have been sent or approved through the Team page of MSS:



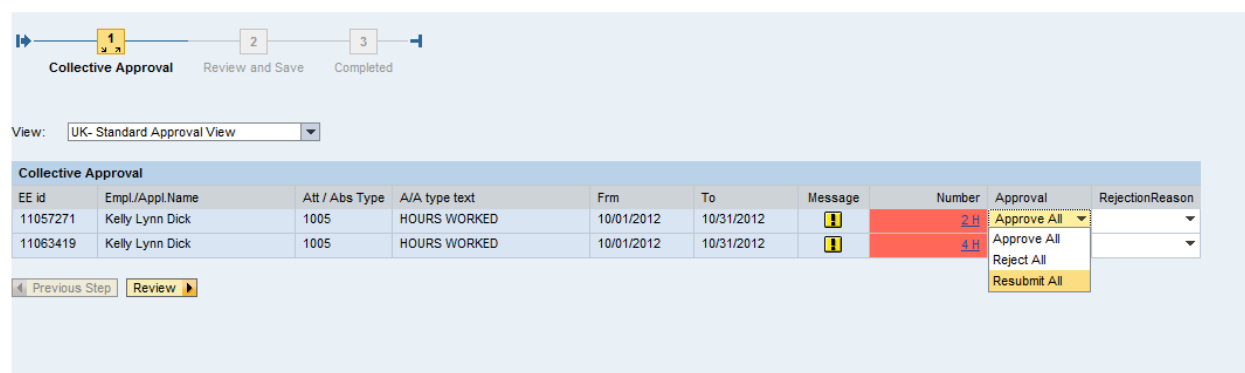
To approve working time via the Universal Worklist, click the **Work Overview Page** link:



The Universal Worklist shows tasks that are assigned to you. If working time or a leave request has been submitted by an employee for your approval, you will see “Approval of Working Time” or “Leave Request” links under the subject column of the **Tasks** tab. For example, you would click the “Approval of Working” time link below:



This will open the **Collective Approval** screen for all Working Time entries that need approval. You can collectively approve all entries, reject all or resubmit all:



If time is rejected, you can choose a rejection reason. The employee can resubmit or delete the working time entry that was rejected:



To approve all time, click the **Review** button. This will show the details for time entry. Click **Save** to approve time:

To approve working time individually, click on the number of hours entered from the **Collective Approval** screen:

You can approve, reject or resubmit each entry individually. When finished, click the **Transfer** button:

1 a 1 2 3  
 Collective Approval    **Individual Approval**    Collective Approval    Review and Save    Completed

[Show Approved Working Times](#)

**Indiv. Approval for EE id 11057271, Att / Abs Type 1005, Period From 10/01/2012 To 10/31/2012    Recorded 2 H**

Date	Empl./Appl Name	Employee	Rec. Cctr	Att./abs. type	Number	Approval	RejectionReason	Message
10/29/2012	Kelly Lynn Dick	11057271		1005	1 H	Approve		
10/30/2012	Kelly Lynn Dick	11057271		1005	1 H	Approve		

[Previous Step](#)    [Transfer](#)

When working time has been approved, the employee will see the status as “Approved” in the details notes of their timesheet.

**Details**

**Recorded Data**  
 Personnel Assignment: 11057271  
 Personnel assignment text: 50110892 11057271 ( Active )  
 Att./Absence type: HOURS WORKED (1005)

**Recorded Time**  
 Date: 10/22/2012  
 Cell content: 1

**Further Details**  
 Reason for rejection:  
 Processing status: **Approved**  
 Document Number: 0010235834

**Information**  
 Note:

[OK](#)    [Cancel](#)