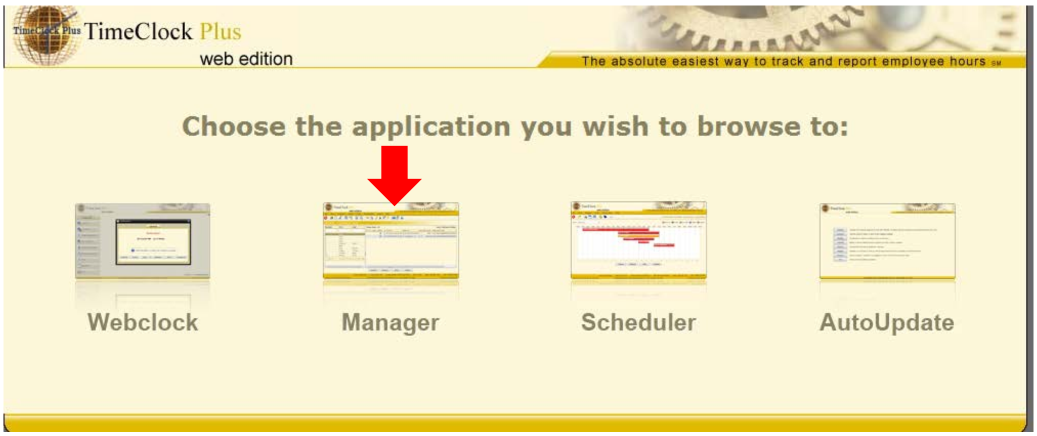
TIME MANAGEMENT SYSTEM-ONLINE

Supervisor Time Approval

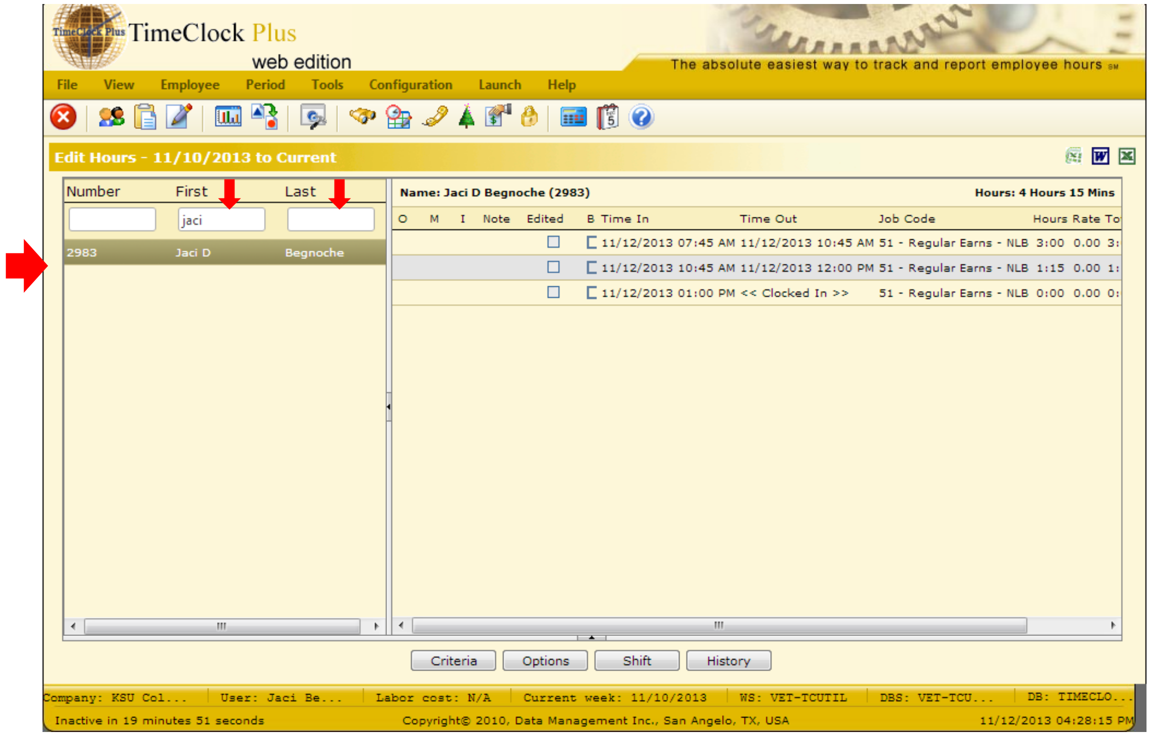
Instructions for approving hours worked in a pay period:

- Open the web address https://tms.vet.k-state.edu
- Click the Manager icon (2nd icon from the left side)

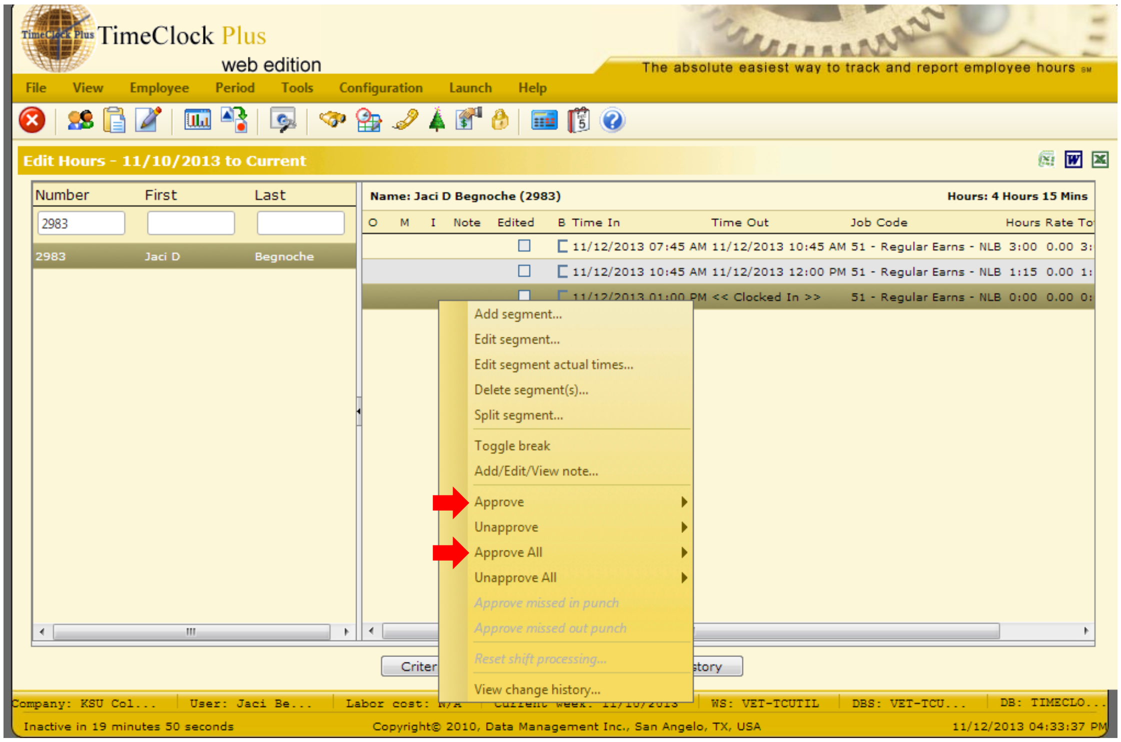


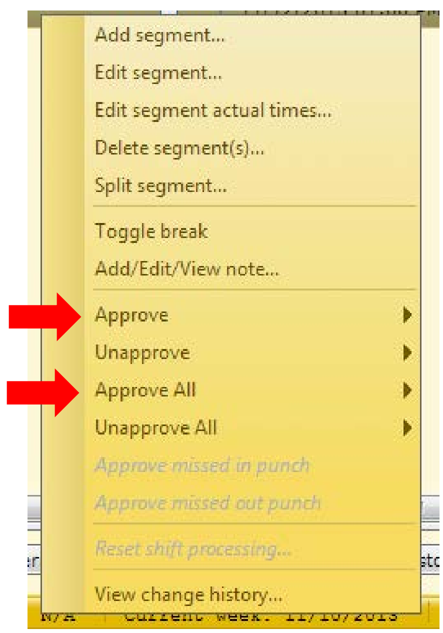
- Log in using your UserID and password
  - This will be the same UserID and password used for your CVM network account

- Double-click the name of the employee you would like to approve on the left side of the screen or search using the boxes as the top of the screen

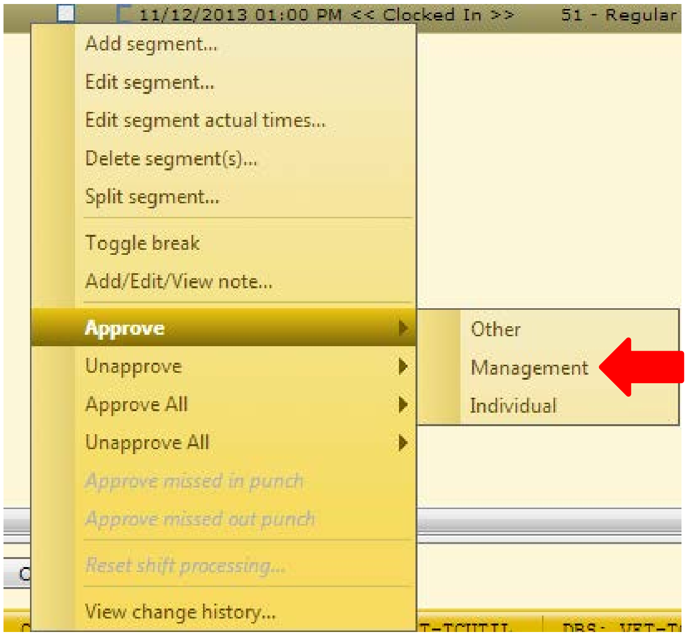


- Once the employee's hours appear on the right side of the screen, right click on the segment you would like to approve. From there, you may choose "Approve" or "Approve All."
  - Only the final segment of the pay period is required, however, if you prefer to approve all segments that is acceptable as well

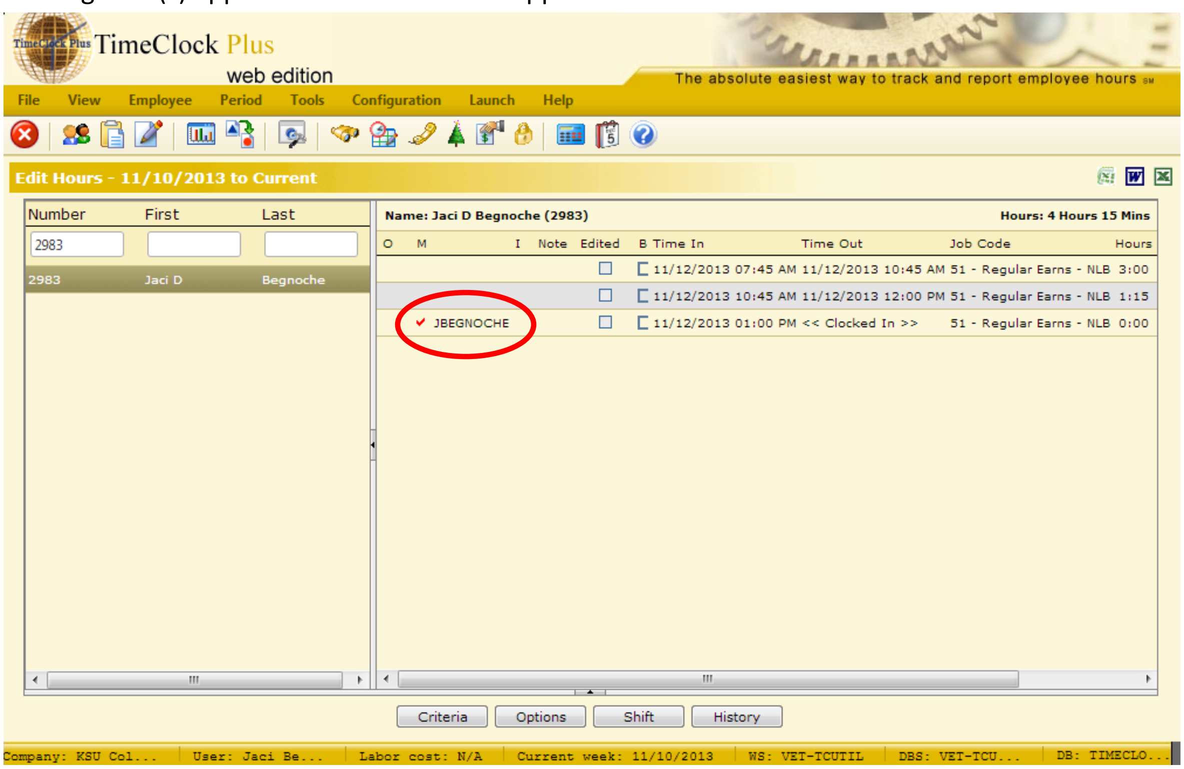




- Once the mouse hovers over "Approve" or "Approve All" another box will open. Choose "Management"

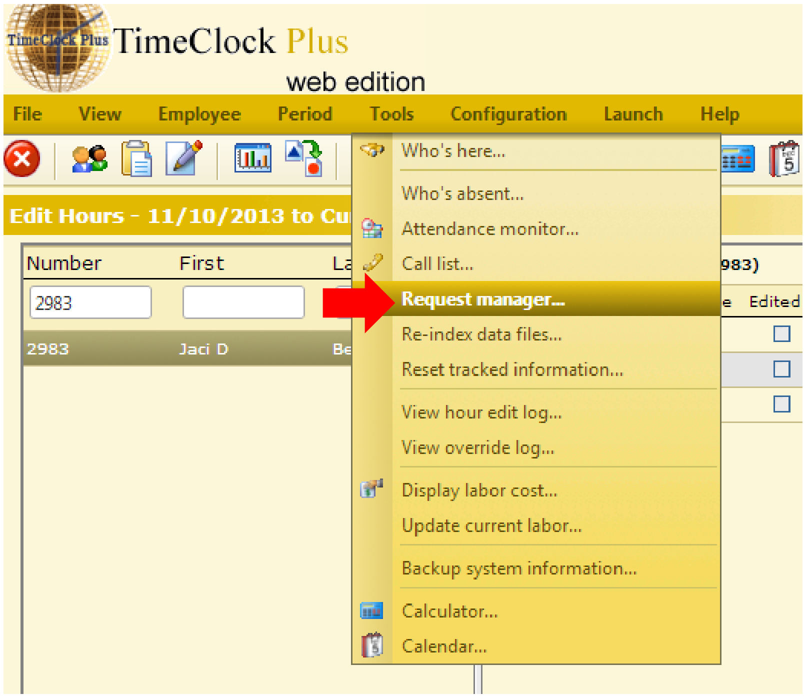


- The segment(s) approved will then list the approver's name to the left

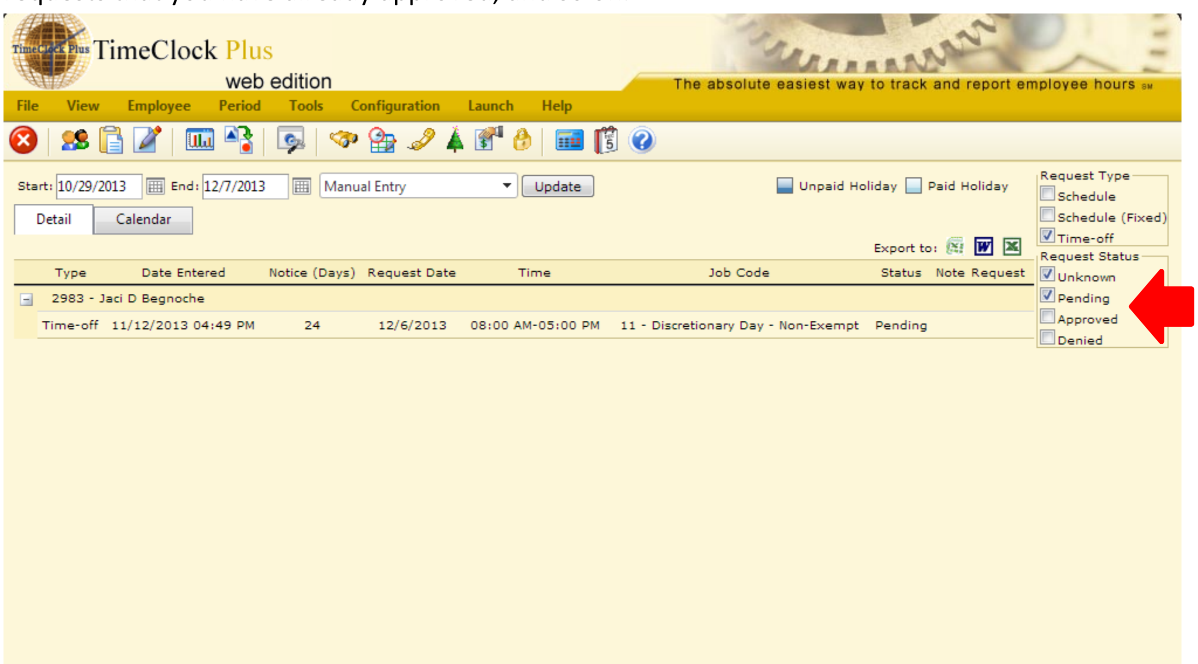


Instructions for approving/denying/viewing Time-off Requests for employees:

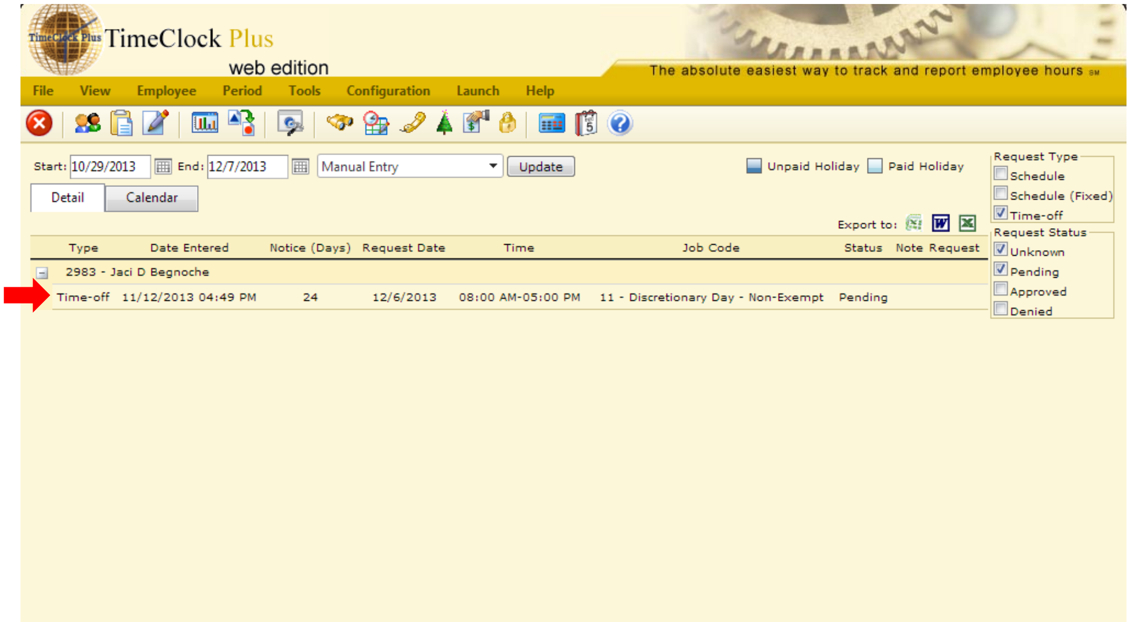
- Click the Tools tab on the top menu, then click the Request Manager from the drop down list.



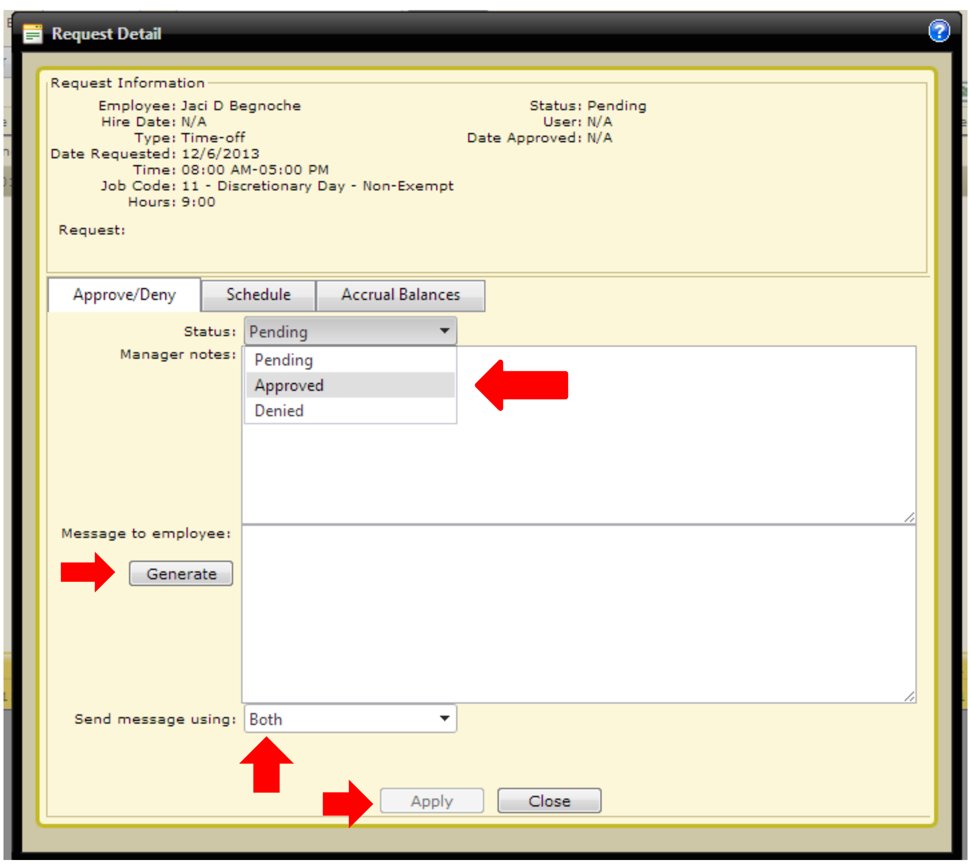
- From the Schedule Requests screen below, you can sort which requests you would like to view by using the checkboxes on the right side of the requests. If you check the pending box, you will only see the requests that are pending approval, if you check the approved box, you will only see the requests that you have already approved, and so on.



➢ Double click on the request for the specific employee you want to view

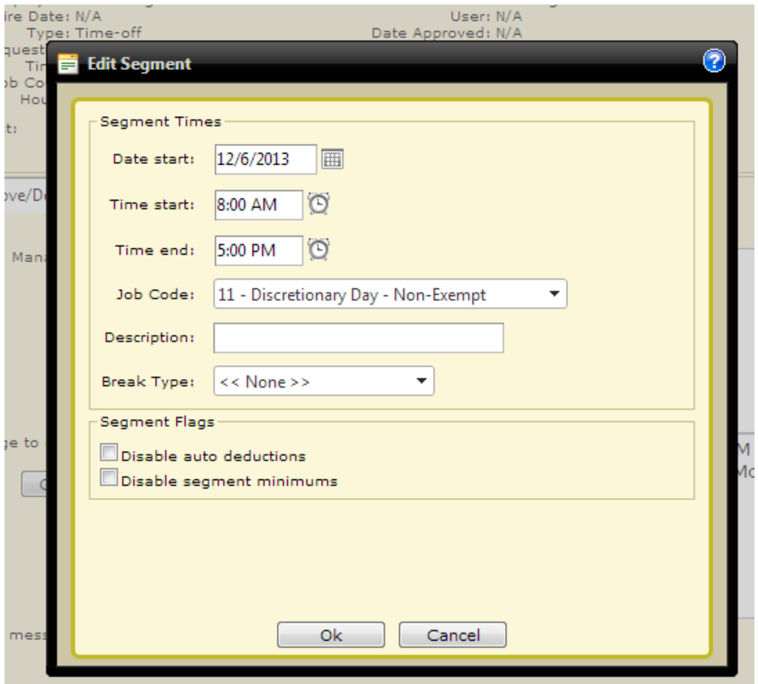


➢ The Request Detail Screen will then pop up -- change the status of the request to Approved or Denied



- Add optional message/notes or click the Generate button and a message will be generated for you
- Click “Both” on the drop down list that says “Send Message Using”.
- Click Apply

- A screen will pop up asking you if you want to add a segment
  - Verify the starting and ending times, paying close attention to AM and PM, and click OK



- Another screen will pop up stating that changes have been made to the request, click OK
- Close out of the request detail screen