How To Approve HR Pay Time & Absence Requests

Guide for supervisors

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(i) Navigate to HR/Pay at https://hr.ku.edu

Log in with your KU online ID and password.

Effective May 25, 2018, the University of Kansas has updated its Privacy Policy to comply with the European Union General Data Protection Regulation (GDPR). Collection and processing of personal data, as defined by the GDPR, will be conducted in accordance with the Privacy Policy, which explains to you how we collect, use, process, and store your personal data and provides our legal basis for collecting and using that information. Rights that you may have under the GDPR are described in the Privacy Policy. A copy of the Privacy Policy for your review can be found at: policykuedu

Employees are responsible for validating their pay and deductions.



University of Kansas 785-864-8080 itcsc@ku.edu KU HR/Pay Resources hrpay@ku.edu - System Assistance

Select the Approvals tile.

Time and Absence	Approvals	KU Payroll Dashboard
Personal Details	Benefits	Team Time & Absence
20		

Click on an employee's name.

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ding Approvals		
View By Type	✓ All	
All		
Absence Request	3 Payable Time	Quantity for Ap 08/05/2024 - 08
Payable Time	Payable Time	Quantity for Ap 08/05/2024 - 00
	Payable Time	Quantity for Ap 08/05/2024 - 08
	Absence Request	Sick Leave - No 08/06/2024
	Absence Request	Vacation Leave 08/08/2024
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Click the "Select" field to approve all rows.

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Summary		
	Quantity for Approval	70 Hours
	Time Period	08/05/2024 - 08/16/2024
Payable	e Time Details	
Donding		
Penuing		
Select	Report Date	Time Reporting Code
Select	Report Date 08/05/24	Time Reporting Code REG - Regular Earns
Select	Report Date 08/05/24 08/06/24	Time Reporting Code REG - Regular Earns REG - Regular Earns
Select	Report Date 08/05/24 08/06/24 08/07/24	Time Reporting Code REG - Regular Earns REG - Regular Earns REG - Regular Earns

5 Click "Approve"		
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Approve	Deny	
	9 row	8
Quantity		

Made with Scribe - https://scribehow.com

6	Click "Submit"

cel Approve Submit	Quantity
ou are about to approve this request.	8 Hours
pprover Comments	8 Hours
	8 Hours
	6 Hours
	8 Hours