How To Approve HR Pay Time & Absence Requests

Guide for supervisors

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

**1** 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: policy.ku.edu

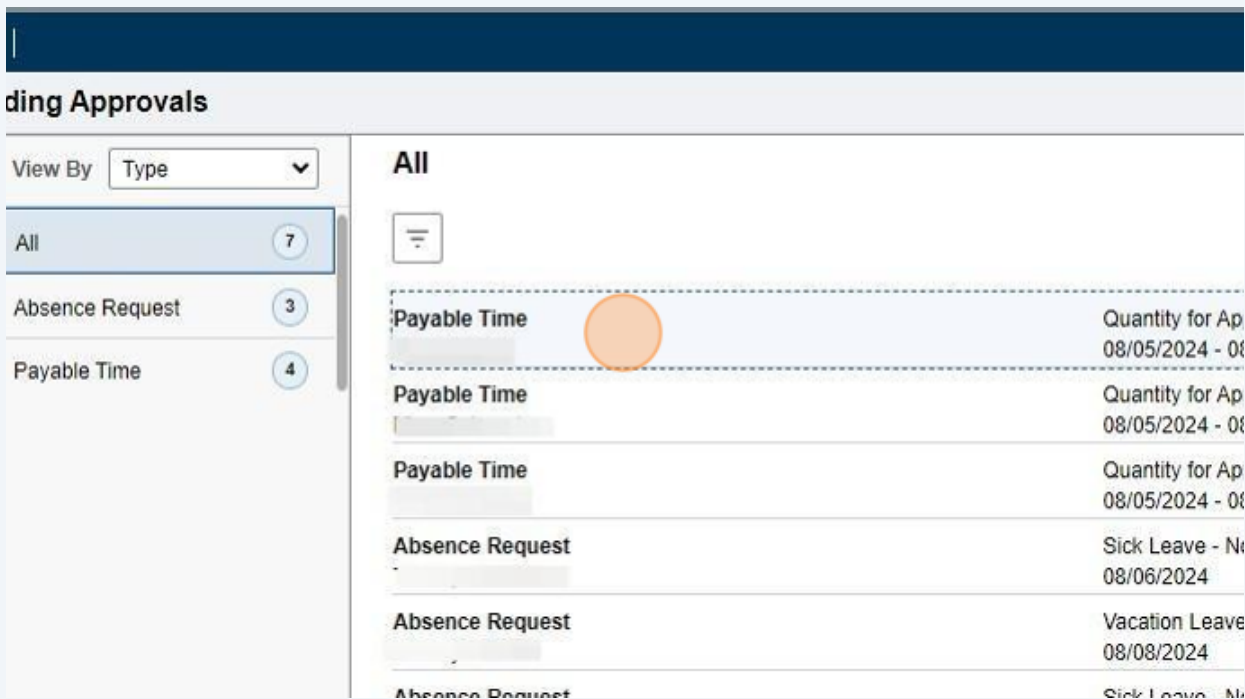Employees are responsible for validating their pay and deductions.

KU LOGIN
Using your KU Online ID

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

2 Select the Approvals tile.
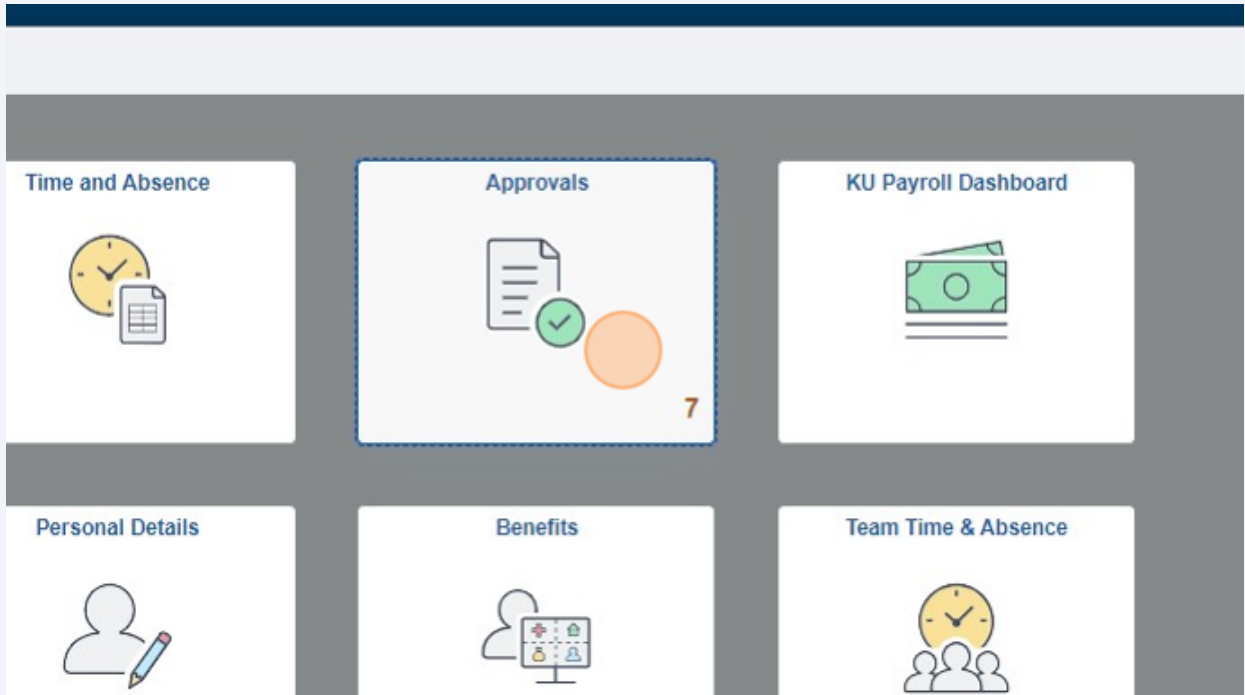
3 Click on an employee's name.

4   Click the "Select" field to approve all rows.

Summary

| Quantity for Approval | 70 Hours |
| Time Period | 08/05/2024 - 08/16/2024 |

∨ **Payable Time Details**

Pending	All

☐

Select	Report Date	Time Reporting Code
☐	08/05/24	REG - Regular Earns
☐	08/06/24	REG - Regular Earns
☐	08/07/24	REG - Regular Earns
☐	08/08/24	REG - Regular Earns

5   Click "Approve"

⌂   ⋮

Approve	Deny

9 rows

Quantity

6 Click "Submit"

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