

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.

KU THE UNIVERSITY OF KANSAS

HR/Pay Login

Sign in using your KU Online ID and password

By clicking "LOGIN", I agree:

- to conduct business electronically with the University of Kansas;
- that all time entered and approved reflects actual work and/or leave time, and is true and correct to the best of my knowledge;
- to comply with the policies (policy.ku.edu) of the University of Kansas, including those regarding acceptable use of electronic information resources and information technology security;
- that knowingly releasing without proper authority or misusing confidential information from official records may result in disciplinary action up to and including dismissal.

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

Human Resource and Payroll System (HR/Pay) Announcements

Validate your paycheck under the **KU Payroll Dashboard**

Absence balances and absence history (View Request) under **Time and Absence**

Hourly employees-view your Payable Time Details (includes approval dates) under **Time and Absence**

Review/Update Work Location Directory and Demographics->Personal Details->

Time and Absence Reporting and Approvals

Employees: Absence and Time reporting is due from you by the end of your workweek. Hours and absences are to be reported on the actual date they occurred. Timesheet Users: please validate your timesheet has the correct hours and reporting codes by the end of each work week.

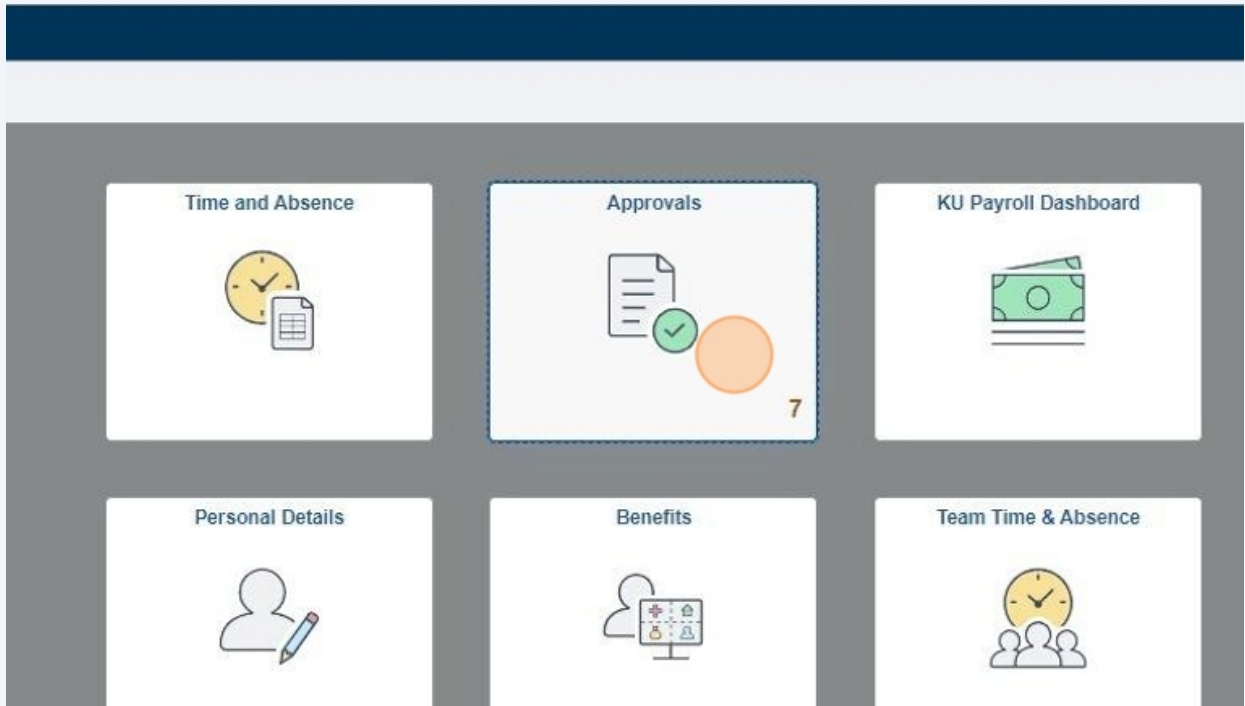
Supervisors: Time and Absence approvals are due from you or your delegate the Monday following the end of the payroll period. *Deadline changes may be made due to holidays and/or State of Kansas scheduling and will be announced.

[Pay Period FY 2024 Calendars](#)

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

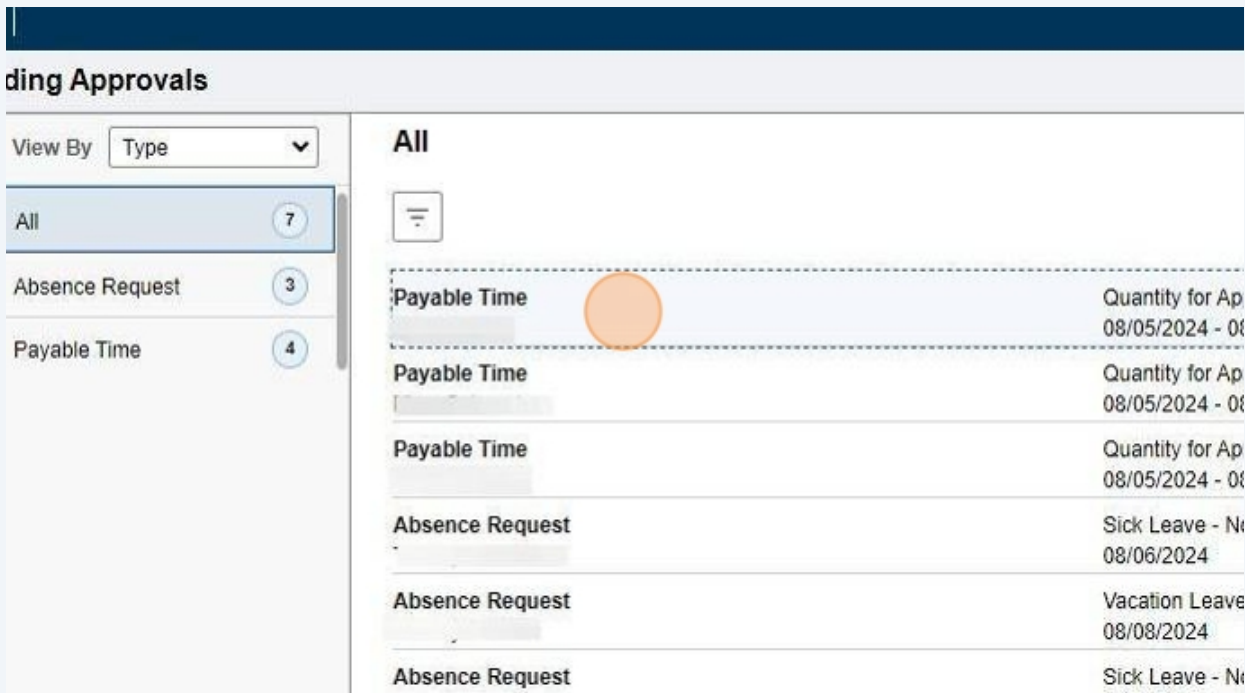
2

Select the **Approvals** tile. The red number in the corner indicates how many approval rows are pending.



3

Click on an employee's name to open the row.



4

Click the "Select" box to approve each row or you can select all to approve all rows.

9 line(s) are pending your approval

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
<input type="checkbox"/>	08/05/24	REG - Regular Earns
<input type="checkbox"/>	08/06/24	REG - Regular Earns
<input type="checkbox"/>	08/07/24	REG - Regular Earns
<input type="checkbox"/>	08/08/24	REG - Regular Earns
<input type="checkbox"/>	08/12/24	REG - Regular Earns



Regular hours should never be "Denied" but rather the employee should be notified that a correction is needed.

5 Click "Approve"

The screenshot shows a web application interface with a dark blue header bar containing a home icon and a menu icon. Below the header is a light gray area with two buttons: "Approve" (highlighted with an orange circle) and "Deny". The main content area is a table with a "Quantity" column. The table has 9 rows, with the first two rows visible showing "8 Hours" and a right-pointing arrow. The text "9 rows" is visible at the bottom right of the table.

Quantity
8 Hours >
8 Hours >

6 Click "Submit"

The screenshot shows a web application interface with a dark blue header bar containing a home icon and a menu icon. Below the header is a light gray area with two buttons: "Approve" and "Deny". The main content area is a table with a "Quantity" column. The table has 9 rows, with the first two rows visible showing "8 Hours" and a right-pointing arrow. The text "9 rows" is visible at the bottom right of the table. A modal dialog box is open in the center of the screen, titled "Approve". The dialog box contains a "Cancel" button, a "Submit" button (highlighted with an orange circle), and a text input field for "Approver Comments". The text "You are about to approve this request." is displayed above the input field.

Quantity
8 Hours >
8 Hours >