To search for all time and leave inputs:
1. Enter search parameters, such as:
   - Department
   - Pay Group
   - Earnings End Date
2. Click Search to retrieve batch entries, which will be separated by pay groups.
   **Note:** All other batches for the same time period will also display.
3. Click a specific Pay Group to view.
To review time and leave inputs:

4. Click the **Employee Details** tab, which is the only tab that shows the employee’s name, as well as other details.

5. Click an **Employee ID** to view details and make changes.

To update time and leave inputs:

6. Review and make changes to the following fields:
   - **Position Number**
   - **Business Unit**
   - **Job Code**
   - **SpeedType**

7. To add a line of pay for the same earnings dates and job, select an **Entry Type** and click the plus button.
To approve time and leave inputs:

8. Return to the **Employee Details** tab.
9. Select employee records needing approval.
10. Click the **Approve** button.
11. Confirm approval details have populated (Status, Approval Date, Approver Name, Date and Time).