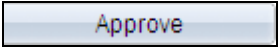


How to Approve Subordinate Time

Step	Action
1.	Navigate to this website to begin: http://www.in.gov/spd/instep Enter your User ID and Password into the appropriate field. A user ID is comprised of the first letter of the learner's first name (use a capital letter) plus the last six digits of the PeopleSoft ID number. For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.
2.	Click the Manager Approval link in the State of Indiana Time & Labor box (bottom left on the screen). 
3.	Click the Get Employees button. 
4.	You will now see the employees who directly report to you. <i>If you wish to enter time for a different pay period, you may change the Date field and click the green Refresh button.</i>
5.	Locate the employee for whom you need to approve time and click on their name (<i>this should be a hyperlink</i>).
6.	Review the time submitted by the employee and ensure the time submitted is accurate.
7.	Once you have reviewed the time reported is accurate you will want to select all the dates recorded. Click the Select All link. 
8.	Click the Submit button. 
9.	A confirmation screen will pop up to confirm your submission. Click the Yes or Ok button. 
10.	If you have multiple employees to approve you can select the Return to Select Employee link at the bottom of the page.