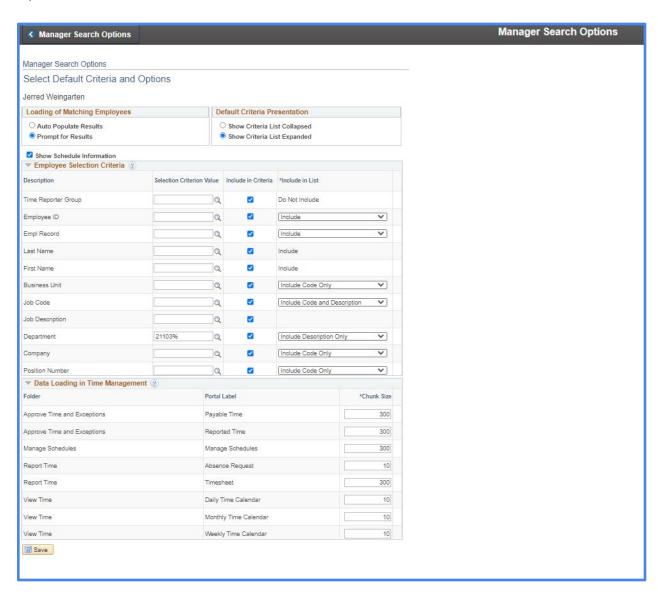# Make Time Approval Easier: Setting a Department Code default in SHARE

This will set your Manager Self Service to have your Department set as a default search criteria, which controls the employee list you see when approving time.

You need to know your department code. If you don't know it, instructions for finding this are below. If the correct list of employees in your department (or division) is displayed when approving time, you don't need to take any action.

Using the top navigation bar, click the Navigator icon (last on right, compass icon) Navigator (compass icon) > Manager Self Service > Time Management > Manager Search Options. You should see this screen:

Fill out the Department field with the first five digits of your department code followed by the %

sign. In this example, department "21103%" is entered.   If you manage a division with multiple departments, enter the first three digits and % (for example, "211%).

Make sure the checkbox for that row is checked (it should be checked already). No other changes are needed.

Click the Save button at the bottom of the screen.

After this, when you go to Manager Self Service to approve time, click the "Get Employees" button and you should get a list of all employees in your department (or division) that have time waiting for approval.

Finding Your Department Code
If you don't know your department code you need to retrieve it. On the Manager Self Service page shown below, or the Search Options page above, use the search feature (the hourglass symbol). For example, JID department codes start with "2110". Type that in the Department field and SHARE will display auto-complete options. Find your specific department code and note the first 5 digits. (If you are responsible for multiple departments within your division, use only the first three digits and %, as described above.)