

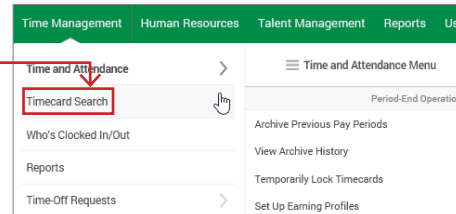
TIME & ATTENDANCE

Administrators/Managers

HOW TO REVIEW AND APPROVE TIMECARDS

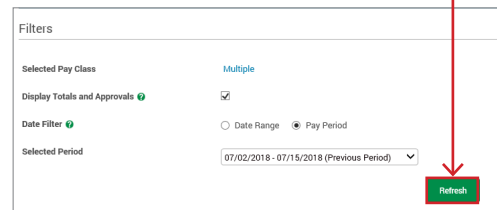
STEP 1

Within Time Management, select "Timecard Search."



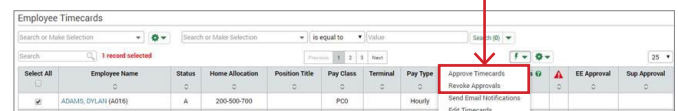
STEP 2

Choose the appropriate pay class and select the box for display totals and approvals. Choose the appropriate date range or pay period, then click "Refresh."



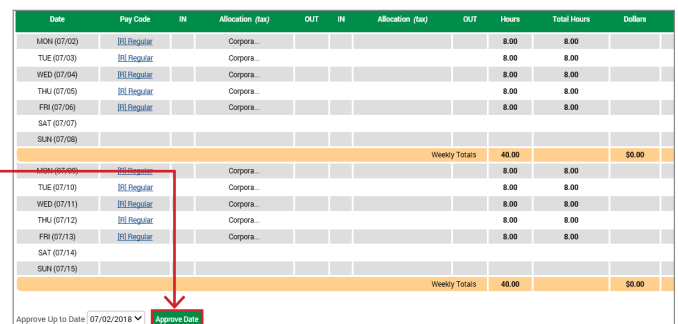
STEP 3

Review the timecard to ensure accurate information for payroll. To batch-approve or -revoke approvals, select the check box next to the employee's name, then click the lightning bolt icon. From the drop-down menu that appears, select either "Approve Timecards" or "Revoke Timecards."



STEP 4

You also can submit approvals on the individual's timecard. Select the date you wish to approve up to and click "Approve Date."



HELPFUL TIPS

- You also can access employee timecards through Form 10: View Timecard.
- Do not approve the timecard until all hours are entered, missing punches are corrected, punch change requests are addressed, and timecard is approved by employee (if required by company policy).
- Keep in mind that "Display Totals and Approvals" on the Timecard Search screen will display the employee's total hours, overtime hours and missing punches.