



Approve Your Timecard

This job aid explains how you can approve your timecard when complete.

About Employee Approval

- When you believe that your timecard is complete & accurate, approve it. You have the ability to remove approval to make edits prior to your managers' approval.
 - Before you approve you should resolve any exceptions. Exceptions, include: missed punches, missed shifts.
- After you approve your timecard, your manager also approves and you will not be able to remove your approval.
- The timecard is then ready for payroll processing.

To approve your timecard:

1. Open your timecard and select the appropriate timeframe.
2. Make sure the timecard is accurate.
3. Click **Approve**.

The way that approval is displayed in your timecard differs depending on whether you are using table view or list view.

Table view

Once approved the **Approve** indicator becomes unavailable.

The background color of the timecard changes, depending on who has approved it:

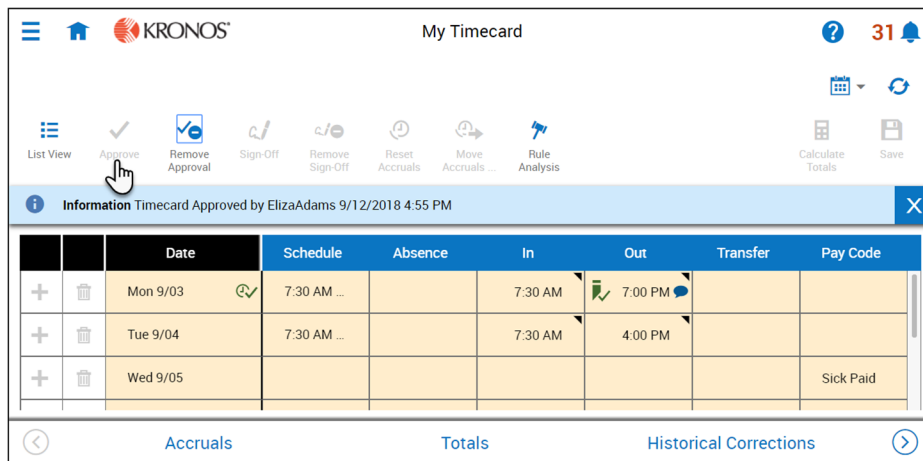
Yellow background- -Timecard approved by employee but not by manager.

Light purple background- -Timecard approved by manager but not by employee.

Green background - -Timecard approved by both employee and manager.

Gray crosshatch- -Timecard has been signed off.

To remove your approval, Click **Remove Approval**



The screenshot shows the 'My Timecard' interface with a toolbar containing buttons for 'List View', 'Approve', 'Remove Approval', 'Sign-Off', 'Remove Sign-Off', 'Reset Accruals', 'Move Accruals', and 'Rule Analysis'. The 'Approve' button is highlighted with a mouse cursor. Below the toolbar, an information banner states 'Information Timecard Approved by ElizaAdams 9/12/2018 4:55 PM'. A table view displays timecard data for three dates: Mon 9/03, Tue 9/04, and Wed 9/05. The 'Approve' indicator is visible on the Mon 9/03 row. The bottom navigation bar includes 'Accruals', 'Totals', and 'Historical Corrections'.

		Date	Schedule	Absence	In	Out	Transfer	Pay Code
+	🗑️	Mon 9/03	7:30 AM ...		7:30 AM	7:00 PM		
+	🗑️	Tue 9/04	7:30 AM ...		7:30 AM	4:00 PM		
+	🗑️	Wed 9/05						Sick Paid

List view

You can approve the entire timeframe by clicking on **Approve**, the **Approve** indicator becomes unavailable.

The approval bar on the left side of the timecard changes, depending on who has approved it:

-  -All days approved by employee
-  -All days approved by manager
-  -All days signed off

To remove approval, click **More Actions** and then click **Remove Approval**.

