

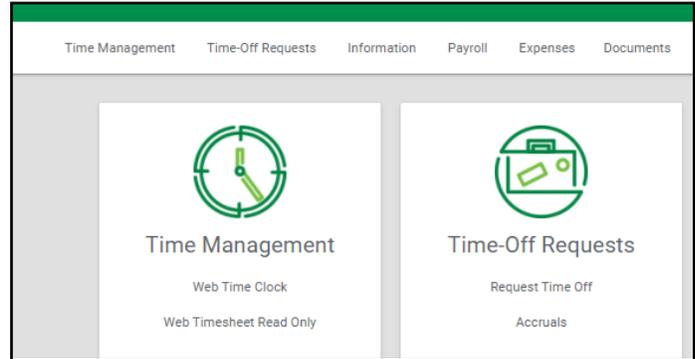
# Show Me How

to Approve My Timecard

## TIME AND ATTENDANCE

### STEP 1

From Employee Self-Service®, navigate to the Time Management tile and click “Web Timesheet Read Only.”



### STEP 2

Missing punches display with two question marks. Click “??,” enter the punch change request details and click “Add Request.”

					Weekly Totals	40.00	\$0.00	0.00		
Mon 10/21	08:00 AM	Corporate-G...	??							
Tue 10/22	08:00 AM	Corporate-G...	04:00 PM		8.00	8.00				
Wed 10/23	08:00 AM	Corporate-G...	04:00 PM		8.00	8.00				
Thu 10/24	08:00 AM	Corporate-G...	04:00 PM		8.00	8.00				
Fri 10/25	08:00 AM	Corporate-G...	04:00 PM		8.00	8.00				

Request New Punch

Date: 09/12/2021

OUT DAY: [Dropdown]

Punch Time: 5:00 PM

Department: Finance (500)

Location: Kansas City (600)

Job: Director (6400)

Reason for Punch Change Request: [Text Area]

CANCEL ADD REQUEST

### STEP 3

Once there are no missing punches, click “Approve Timecard” to approve the entire timecard or click the drop-down and “Approve Specific Days” to approve specific days.

*Your manager must approve your punch change requests before you can approve your timecard.*

Fri 10/25	08:00 AM	Corporate-G...	04:00 PM		8.00	8.00				
Sat 10/26										
Sun 10/27										
Weekly Totals					32.00	\$0.00	0.00			

Approve Timecard [Dropdown]

Sat 10/26										
Sun 08/15										
Weekly Totals					\$0.00	0.00				

Approve Timecard [Dropdown]

Approve Specific Days [Dropdown]

## EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.



# Show Me How

## to Approve My Timecard

### TIME AND ATTENDANCE

#### STEP 4

If approving individual days, check the box next to each desired day and click "Approve."

Select Days to Approve

Search

- Monday (08/02)
- Tuesday (08/03)
- Wednesday (08/04)
- Thursday (08/05)

Show Selected Only  Select All

CANCEL APPROVE

#### STEP 5

Approved days appear in yellow on the timecard.

Geolocation services enabled on 10/04/2019 12:58:31 Geolocation: On

Date	Pay Code	IN	Allocation	OUT	IN	Allocation	OUT	Hours	Total Hours	Dollars	Units	Exceptions	Comments	Missing Punch	Delete
Mon 10/14		08:00 AM	Corporate-G...	12:00 PM	01:00 PM	Corporate-G...	05:00 PM	8.00	8.00						
Tue 10/15		08:00 AM	Corporate-G...	12:00 PM	01:00 PM	Corporate-G...	05:00 PM	8.00	8.00						
Wed 10/16		08:00 AM	Corporate-G...	12:00 PM	01:00 PM	Corporate-G...	05:00 PM	8.00	8.00						
Thu 10/17		08:00 AM	Corporate-G...	12:00 PM	01:00 PM	Corporate-G...	05:00 PM	8.00	8.00						
Fri 10/18		08:00 AM	Corporate-G...	12:00 PM	01:00 PM	Corporate-G...	05:00 PM	8.00	8.00						
Sat 10/19															
Sun 10/20															
Weekly Totals								40.00		\$0.00	0.00				
Mon 10/21		08:00 AM	Corporate-G...	04:00 PM				8.00	8.00						
Tue 10/22		08:00 AM	Corporate-G...	04:00 PM				8.00	8.00						
Wed 10/23		08:00 AM	Corporate-G...	04:00 PM				8.00	8.00						
Thu 10/24		08:00 AM	Corporate-G...	04:00 PM				8.00	8.00						
Fri 10/25		08:00 AM	Corporate-G...	04:00 PM				8.00	8.00						
Sat 10/26															
Sun 10/27															
Weekly Totals								40.00		\$0.00	0.00				

#### STEP 6

An overview of approvals is available under the Approvals tab at the bottom of the screen.

Totals Approvals

Pay Period Approvals Show 10 1 - 10 of 14

<input type="checkbox"/>	Approved Dates	Approved By	Approved Time	Approval Type	Delete
<input type="checkbox"/>	08/02/2021	05425A001	08/06/2021 11:11:50	Employee	
<input type="checkbox"/>	08/03/2021	05425A001	08/06/2021 11:11:50	Employee	