

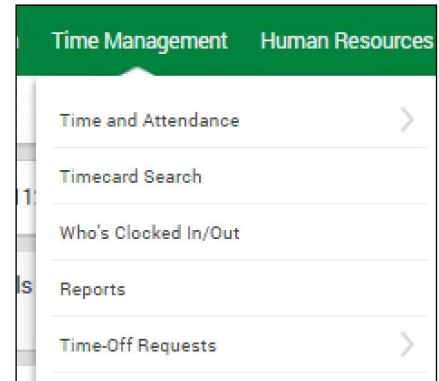
Show Me How

to Review and Approve Timecards

TIME AND ATTENDANCE

STEP 1

Navigate to Time Management > Timecard Search.



STEP 2

Click the blue hyperlink in the Selected Pay Class field to select the desired pay class.

Check the "Display Totals and Approvals" box. Select "Date Range" or "Pay Period" from the Date Filter field and enter the appropriate dates.

Check the "Include Borrowed Employees" box to see employees who worked outside their primary labor allocation under your supervision.

Click "Refresh" to proceed.

A screenshot of the 'Timecard Search' filter configuration page. At the top, there is a blue banner with an information icon and the text: 'Time and Attendance Filters will not be applied unless Display Totals and Approvals is checked.' Below this, the 'Filters' section contains several fields: 'Selected Pay Class' with a value of 'Multiple' and a blue hyperlink; 'Display Totals and Approvals' with a checked checkbox; 'Date Filter' with radio buttons for 'Date Range' (selected) and 'Pay Period'; 'Date Range' with two input fields containing '10/09/2022' and '10/22/2022'; and 'Include Borrowed Employees' with a checked checkbox. A green 'Refresh' button is located at the bottom right of the filter section.

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STEP 3

Batch-approving Timecards

Check the boxes next to each employee and select "Approve Timecard(s)" from the Actions drop-down menu.

Reviewing and Approving Individual Timecards

Click the name of the employee to review their timecard.

Employee Timecards All Approvals My Approvals

Add Filter... Saved Filters

Search 3 records selected Previous 1 2 3 4 5 6 Next

Select All	Employee Name	Status	Home Allocation	Position Title	Pay Class	Terminal	Pay Type	Total Hours	Total Units	OT Hours	Min Wage Makeup	Percent Approved	Actions
<input checked="" type="checkbox"/>	AARONS, BRITTANY JANE (A001)	A	500-600-8400	Director of Accounting	PC1	TGO	Salary			2			Approve Timecard(s) Revoke My Approval(s) Revoke All Approvals Send Email Notifications Edit Timecards Add Min Wage Makeup
<input checked="" type="checkbox"/>	ABBY, HANNAH (8971)	A	600-600-8000	Marketing Specialist	PC0	TGO	Hourly						

STEP 4

Review the employee's timecard for missing punches. Pending punch change requests have an exclamation mark beside them. Approved requests have a green check mark.

Date	Pay Code	IN	Allocation (tax)	OUT	IN	Allocation (tax)	OUT	Hours	Total Hours	Dollars	Units	Exceptions (0 points)			
SAT (10/09)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00						
SUN (10/10)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00						
MON (10/11)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00						
TUE (10/12)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00						
WED (10/13)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00						
THU (10/14)															
FRI (10/15)															
Weekly Totals								40.00		\$0.00	0.00				
SAT (10/16)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00						
SUN (10/17)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00						
MON (10/18)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00						
TUE (10/19)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00						
WED (10/20)		08:00:00 AM		12:11:14 PM	12:11:26 PM		??	4.18	4.18						
THU (10/21)															
FRI (10/22)															
Weekly Totals								36.18		\$0.00	0.00				

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STEP 5

Click "Approve Timecard" to approve the entire timecard.

Supervisor-approved days will appear in blue.

Date	Pay Code	IN	Allocation (tax)	OUT	IN	Allocation (tax)	OUT	Hours	Total Hours	Dollars	Units	Exceptions (0 points)			
SAT (10/09)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00						
SUN (10/10)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00						
MON (10/11)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00						
TUE (10/12)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00						
WED (10/13)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00						
THU (10/14)															
FRI (10/15)															
Weekly Totals								40.00		\$0.00	0.00				
SAT (10/16)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00						
SUN (10/17)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00						
MON (10/18)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00						
TUE (10/19)		08:00:00 AM		12:00:00 PM	01:00:00 PM		05:00:00 PM	8.00	8.00						
WED (10/20)		08:00:00 AM		12:11:14 PM	12:11:26 PM		??	4.18	4.18						
THU (10/21)															
FRI (10/22)															
Weekly Totals								36.18		\$0.00	0.00				



HELPFUL TIPS

Resolve pending time-off requests and punch change requests before approving timecards. For your convenience, you may approve these requests when approving timecards by clicking "Approve By Date."

ADMINISTRATORS AND MANAGERS

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