

TIME CARD APPROVAL

The Time Card Approval process can be accomplished in two ways.

- One, approve only certain days by selecting the approval image then clicking on "Time Card Options," "Approve Time Card" and "Approve Selected." In the example below the time card is set at one level of approval.
- Click on the yellow approval image for a single day to be approved.
- The image background will then turn black indicating this image has been selected, and will allow you to select additional days in needed.
- Click on the "Approve Selected" button found at the top of the page to approve.
- The approval image will then change to green indicating the approval was accepted.

Time Card - Susie Simple

Simple, Susie Timekeeping Demo
3/30/2014 thru 4/2/2014
Dept: DPT 300
Location: GivingTree

< Previous Pay Period | Next Pay Period > Pay Period Finder:

Time Card Options ▾

Show Only Missing Punches

Approve Time Card ▾

	In	Out	Break	Category	Hours	Hrs/day	Amount	
Mon 3/31	8:33a	12:01p	-	-	3:28	↓		
	12:30p	5:00p	-	-	4:30	7:58		
Tue 4/1	7:59a	12:00p	-	-	4:01	↓		
	12:32p	4:59p	-	-	4:27	8:28		
Wed 4/2	8:00a	12:13p	-	-	4:13	↓		
	12:45p	5:01p	-	-	4:16	8:29		
Total hours clocked for partial week of 3/30 to 4/2: 24:55								
Totals					24:55	24:55	\$0.00	

- Two, approve the whole pay period by clicking "Approve All Entries." Once approved the approval image will change from yellow to green. In the example below, the time card has three levels necessary approval.

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	12:32p	4:59p	-	-	4:27	8:28		
Wed 4/2	8:00a	12:12p	-	-	4:12	↓		
	12:45p	5:01p	-	-	4:16	8:28		
Total hours clocked for partial week of 3/30 to 4/2: 24:54								
Totals					24:54	24:54	\$0.00	

o "UN-approve" a time card, simply edit or add information to a time card. Once the changes are saved you will then need to approve the time card again, along with any other levels of approvals needed.