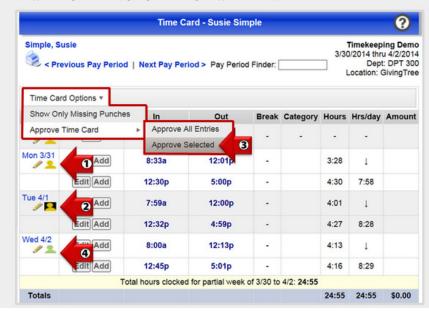
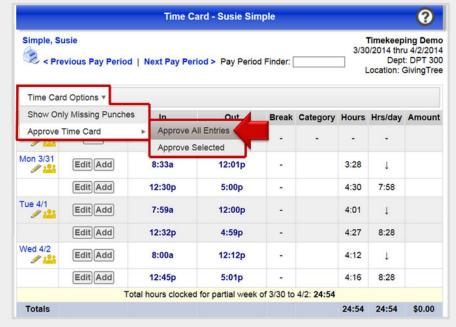
TIME CARD APPROVAL

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.



• 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 necessar approval.



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.