

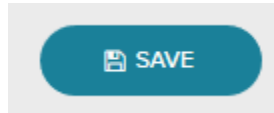
How to Approve a Timecard

If you prefer to approve timecards day by day:

1. Check the box in front the day and date

<	<input type="checkbox"/> APPROVE	WEEK 2	PAY CODE
	<input type="checkbox"/>	Sat 10/19	
	<input type="checkbox"/>	Sun 10/20	
	<input checked="" type="checkbox"/>	Mon 10/21	
	<input checked="" type="checkbox"/>	Tue 10/22	
	<input type="checkbox"/>	Wed 10/23	
	<input type="checkbox"/>	Thu 10/24	FTHRLY SICK AFTER15
	<input type="checkbox"/>	Fri 10/25	

2. Click Save

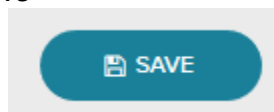


If you prefer to approve pay at the end of the pay period:

1. Click the box in front of "Approve"

<	<input checked="" type="checkbox"/> APPROVE	WEEK 1
	<input type="checkbox"/>	Sat 10/12
	<input type="checkbox"/>	Sun 10/13
	<input checked="" type="checkbox"/>	Mon 10/14
	<input checked="" type="checkbox"/>	Tue 10/15
	<input checked="" type="checkbox"/>	Wed 10/16
	<input checked="" type="checkbox"/>	Thu 10/17
	<input checked="" type="checkbox"/>	Fri 10/18

2. Click Save



At the end of the pay period:

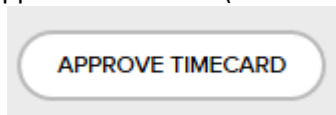
1. Scan the “Approve” column to make sure that all the dates with time entered have been approved.

<	<input checked="" type="checkbox"/> APPROVE	WEEK 2	PAY CODE	HOURS
	<input type="checkbox"/>	Sat 10/19		0.00
	<input type="checkbox"/>	Sun 10/20		0.00
	<input checked="" type="checkbox"/>	Mon 10/21	FULLTIMEHRLY	7.00
	<input checked="" type="checkbox"/>	Tue 10/22		7.00
	<input checked="" type="checkbox"/>	Wed 10/23		7.00
	<input checked="" type="checkbox"/>	Thu 10/24		7.00
	<input checked="" type="checkbox"/>	Fri 10/25		7.00

2. Confirm that the totals for each week equal the standard hours that the employee is scheduled (and budgeted) to work each week.

Pay Period (70.00)	Week 1 (35.00)	Week 2 (35.00)
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3. Click “Approve Timecard” (located on the right side of the online timecard).



4. Confirm that you would like to approve the timecard by clicking “Approve.”

Do you want to approve this timecard?

You are about to approve this employee's timecard from 10/12/2019 to 10/25/2019. Once approved, this employee will **not** be able to make changes to this timecard.



5. Notice that the timecard is now approved and locked.

