SHOW ME HOW
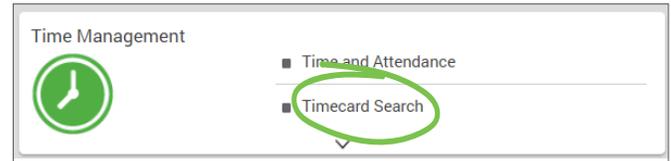
to Review and Approve Timecards

Time and Attendance
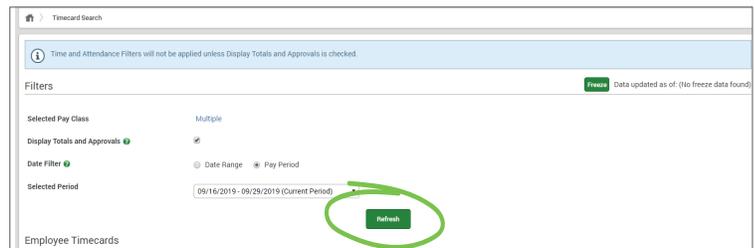
STEP 1

Navigate to Time Management > Timecard Search.

Time Management
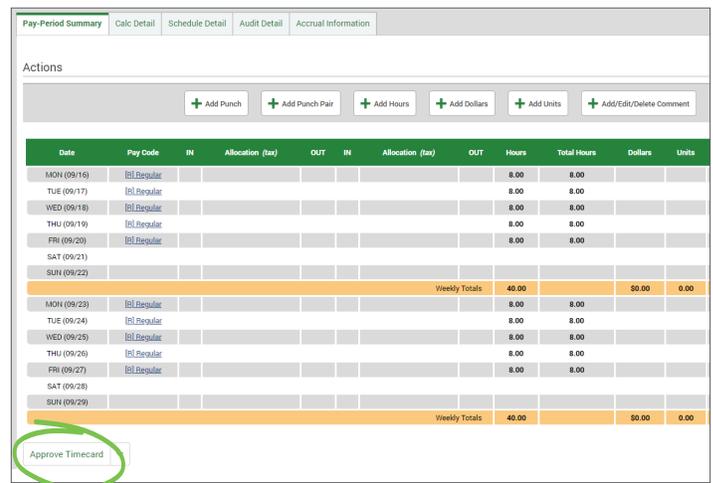- Time and Attendance
- Timecard Search

STEP 2

Choose the appropriate pay class and click the check box for "Display Totals and Approvals." Then, choose the appropriate Date Filter and click "Refresh."

STEP 3

Review the timecard to ensure accurate information for payroll. Approve timecard as specified by company policy.

HELPFUL TIPS

- You also can access employee timecards through Form 10: View Timecard.

- Do not approve the timecard until all hours are entered, missing punches are corrected, punch change requests are addressed, and timecard is approved by employee (if required by company policy).

ADMINISTRATORS AND MANAGERS

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