SHOW ME HOW

to Review and Approve Timecards Time and Attendance



Navigate to Time Management > Timecard Search.





STEP 3

company policy.

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

| Timecard Search | | |
|---|---|--|
| | | |
| (i) Time and Attendance Filters will not be a | plied unless Display Totals and Approvals is checked. | |
| Filters | | Freeze Data updated as of: (No freeze data found |
| Selected Pay Class | Multiple | |
| Display Totals and Approvals 👔 | 8 | |
| Date Filter 🕖 | Date Range Pay Period | |
| Selected Period | 09/16/2019 - 09/29/2019 (Current Period) | |
| | Pafresh | |
| Employee Timecards | | |

| ions | | | | | | | | | | | |
|-------------|-------------|-----|------------------|---------------|----|------------------|-------------|-------|-------------|---------|--|
| | | + • | dd Punch | dd Punch Pair | | + Add Hours | Add Dollars | + Ad | + Add Units | | |
| Date | Pay Code | IN | Allocation (tax) | OUT | IN | Allocation (tax) | OUT | Hours | Total Hours | Dollars | |
| MON (09/16) | [8].Regular | | | | | | | 8.00 | 8.00 | | |
| TUE (09/17) | (B) Regular | | | | | | | 8.00 | 8.00 | | |
| WED (09/18) | [8] Regular | | | | | | | 8.00 | 8.00 | | |
| THU (09/19) | (B) Regular | | | | | | | 8.00 | 8.00 | | |
| FRI (09/20) | [B] Regular | | | | | | | 8.00 | 8.00 | | |
| SAT (09/21) | | | | | | | | | | | |
| SUN (09/22) | | | | | | | | | | | |
| | | | | | | Wee | kly Totals | 40.00 | | \$0.00 | |
| MON (09/23) | [8].Regular | | | | | | | 8.00 | 8.00 | | |
| TUE (09/24) | (R) Regular | | | | | | | 8.00 | 8.00 | | |
| WED (09/25) | [8].Regular | | | | | | | 8.00 | 8.00 | | |
| THU (09/26) | (R) Regular | | | | | | | 8.00 | 8.00 | | |
| FRI (09/27) | [8].Regular | | | | | | | 8.00 | 8.00 | | |
| SAT (09/28) | | | | | | | | | | | |
| SUN (09/29) | | | | | | | | | | | |
| | | | | | | Wee | dy Totals | 40.00 | | \$0.00 | |



HELPFUL TIPS

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

- 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

