



Approve your Timecard – Non-Exempt (Hourly Paid)

When your timecard is complete, accurate, and ready for signoff, you **Approve** it. Approvals should be made at the end of the pay period.

You can remove your approval if you need to make edits. After you approve your timecard, your manager also approves it.

When your timecard is ready for payroll processing, Payroll will sign off your timecard. **You cannot remove the approval AFTER the timecard is signed off by payroll.**

Notes

Before you approve your timecard, you need to resolve any edits or exceptions, such as a missed punch.

REMINDER: Any edits YOU make to your timecard can be seen via the **View Pending** button at the top right of your timecard, just to the left of the **SAVE** icon. Once your manager approves the edits, your timecard will reflect the changes you made.

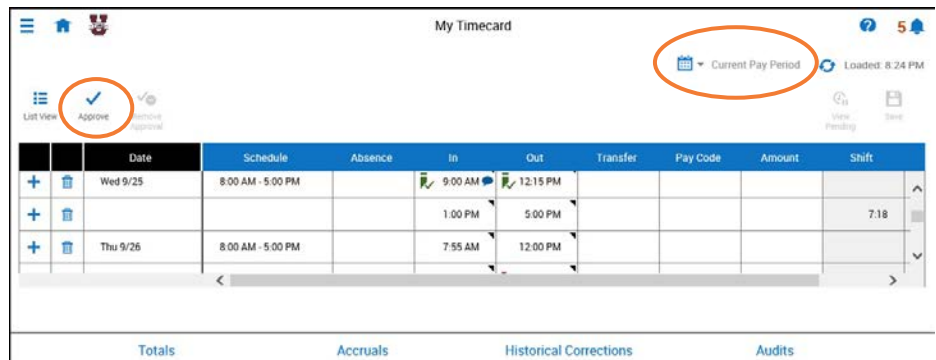


You should **Approve** your timecard after your final punch for the pay period, and before the next pay period begins.

Approving Your Timecard

To Approve your timecard:

1. Open your timecard and select the appropriate timeframe – **Current or Previous Pay Period** (depending on which day you are reviewing and approving your timecard.)
2. View your **TOTALS**. Make sure your timecard is accurate.
3. Click **Approve**.



The way that approval is displayed in your timecard differs depending on whether you are using **Table View** or **List View**.

Table view

You can approve the entire timeframe or part of the timeframe. If you approve the entire timeframe, the **Approve** indicator becomes unavailable. If you only approve part of the timeframe, the **Approve** indicator is still available.

The background color of the timecard changes, depending on who has approved it:



- **Yellow background** - Timecard approved by employee but not by manager.
- **Light purple background** - Timecard approved by manager but not by employee.
- **Green background** - Timecard approved by both employee and manager.
- **Gray crosshatch** - Timecard has been signed off.

To remove your approval, Click **Remove Approval** - depending on your access rights, you may not be able to remove approval after your manager has approved the timecard.

List View

You can approve the entire timeframe or part of the timeframe. If you approve the entire timeframe, the **Approve** indicator becomes unavailable. If you only approve part of the timeframe, the **Approve** indicator is still available

The approval bar on the left side of the timecard changes, depending on who has approved it:

-  -All days approved by employee
-  -All days approved by manager
-  -All days signed off

To remove approval, click **More Actions** and then click **Remove Approval**.

