Approve your Timecard - Non-Exempt

When you believe that your timecard is complete, accurate, and ready for signoff, you approve it. Approvals should be made at the end of the pay period. You are able to remove your approval to make edits. Typically, 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.

Note: Before you approve your timecard, you should resolve any exceptions. Exceptions, which are defined by USNH policy, may include early punch and late punch.

To approve your timecard:

1. Open your timecard and select the appropriate timeframe.
2. Make sure the 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**.