Approve a Timecard

At the end of the pay period, by the designed deadline, you need to submit a timecard approval on your employee’s timecards.

Before you approve your employee’s timecards, you should:

- Resolve any missed punch and unexcused absence exceptions
- Review applicable Pay Period Close/Summary Dataviews

To approve a timecard:

1. Open a timecard and select the appropriate timeframe.
2. Make sure the timecard is accurate. (Confirm Totals are accurate in employee’s Timecard Add-ons)
3. Click Approve.

Verify your Approval in the Table view

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.
Select Multiple Timecards

If you have more than one direct report, it can be much faster to select them all and quickly move between each of them.

From your Employee Timecard view:

- Select the “Select All” icon
- Select the “Open Selected” icon

Now the first Timecard on your list will show “1 of X” and you can use the arrow buttons to quickly move between timecards or the drop down menu to pick a specific employee’s timecard.