Approve Timecards – for the Time-Approver

This job aid explains how to apply an ‘Approve’ to individual timecards. You only click on ‘Approve’ at the end of the pay period when you know your employee will no longer be working during that timeframe.

**IMPORTANT:** Once you Approve a timecard, it locks the timecard and an employee is prevented from making any further edits or to Punch In/Out.

You can click on ‘Remove Approval’ on a timecard if needed, to allow you or the employee to make further edits or allow an employee to continue to use the Punch tile during that pay period.

Apply ‘Approve’ or ‘Remove Approval’ on a Timecard

At the end of each pay period, by the deadline on Monday, you need to submit a timecard approval on your employee’s timecard by clicking on Approve (upper left of the timecard). **NOTE:** This will lock the timecard.

Before you click Approve on any employee’s timecards, you should:

- Resolve any missed punch(es) and/or unexcused absence exceptions.
- Resolve any ‘Pending Edits’. **Any unresolved Pending Edits will prevent you from approving a timecard.**

**TIP:** if your employee submits the same edit multiple times, the first one you approve will be added to the timecard. Any further edits for that day/time slot will give you an error message – ‘Duplicate Request’ because it is trying to change an edit you already approved to the timecard. You should refuse that edit to clear it from the Pending Edits list.

To Approve a timecard:

1. Open a timecard and select the appropriate pay period.
2. Make sure the timecard is accurate. **(Confirm Totals are accurate in employee’s Totals tab at the bottom of the timecard)**
3. Click Approve.
Verify your Approval in the Table view

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

<table>
<thead>
<tr>
<th>Background Color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yellow background</td>
<td>Timecard approved by employee but not by manager.</td>
</tr>
<tr>
<td>Light purple background</td>
<td>Timecard approved by manager but not by employee.</td>
</tr>
<tr>
<td>Green background</td>
<td>Timecard approved by both employee and manager.</td>
</tr>
<tr>
<td>Gray crosshatch</td>
<td>Timecard has been signed off by payroll.</td>
</tr>
</tbody>
</table>

4. If you need to remove an applied approval, click on ‘Remove Approval’ (upper left corner next to the ‘Approve’ icon)

This will allow you to make any further edits or for your employee to edit or add punches. When done, you can re-apply your approval by clicking the ‘Approve’ icon again and the timecard will now be locked and ready for payroll processing.

Your employee will always receive notifications in their Control Center of any edits you make to their timecard.

Select Multiple Timecards to Approve

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

From your Employee Timecard dataview:
- 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 and then click ‘Approve’