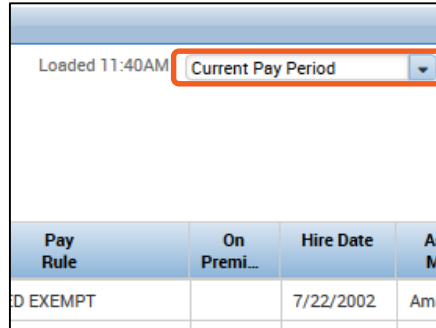


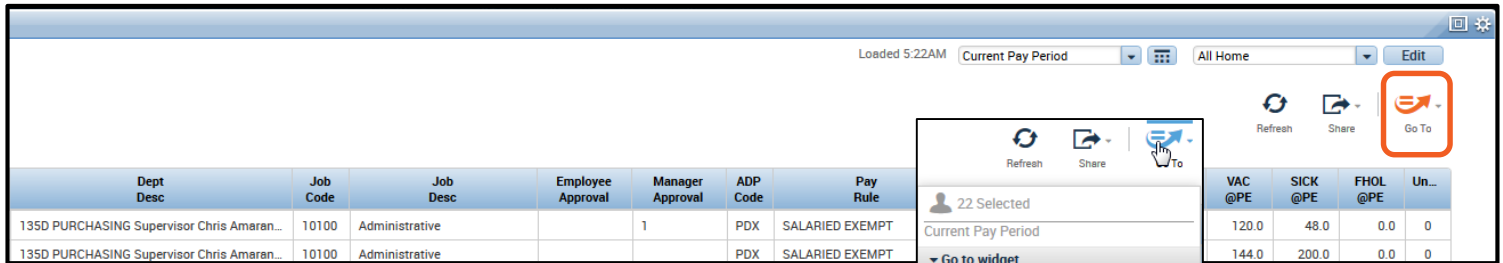
As a Manager, you are responsible for approving your direct report's timecards every pay period. Before approving timecards, it is important to review the data for accuracy, and make adjustments as needed. In this job aid you will learn how to approve your timecard and remove approval from timecards using the **Manager Workspace**.

Approving timecards

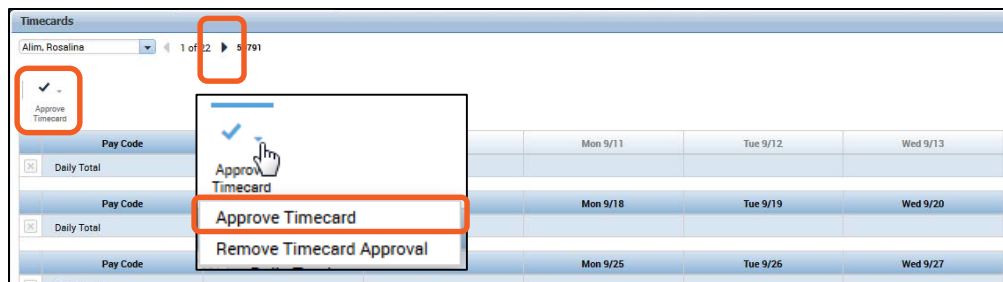
- 1 Access the **Manager Workspace**
- 2 In the **Time Period** field, verify that you are viewing the relevant time period.
- 3 Select all employees (Select first employee, hold SHIFT, and select last employee)



Note
 To select specific dates or time periods to approve, use the Time Period drop-down list.



- 4 Select the **Go To** icon, then select **Timecards**
- 5 For each employee, review their time card for accuracy and then select **Approve Timecard**, and **Approve Timecard** again from the drop-down box. The background of the timecard will now be colored yellow.



- 6 Click the **NEXT arrow** to review and approve the next employee's timecard.

Note

Review all of the timecard entries on each timecard prior to approving. After you approve a timecard, you will need to remove approval to make edits, then approve the timecard again.

Removing approval from your timecard

- 1 Access the **Manager workspace** widget (top left side of screen)
- 2 Using the **Pay Period** drop-down list, navigate to the applicable approved time frame.



My Timecard

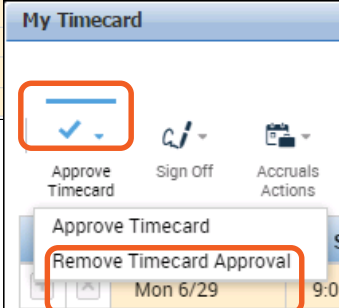
Loaded: 9:23AM Previous Pay Period ▾

Approve Timecard Sign Off Accruals Actions

Print Timecard Refresh Calculate Totals Save

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ X	Mon 6/29	9:00AM-2:00...	9:00AM	2:00PM	:/401/			4:00	4:00	4:00
+ X	Tue 6/30	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	8:00
+ X	Wed 7/01	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	12:00
+ X	Thu 7/02	9:00AM-2:00...	9:00AM	2:00PM						
+ X	Fri 7/03	9:00AM-2:00...	9:00AM	2:00PM						
+ X	Sat 7/04									
+ X	Sun 7/05									

- 3 Click the **Approve Timecard** button.
- 4 Select **Remove Timecard Approval**. The **Timecard Approval removed** by notification will appear.



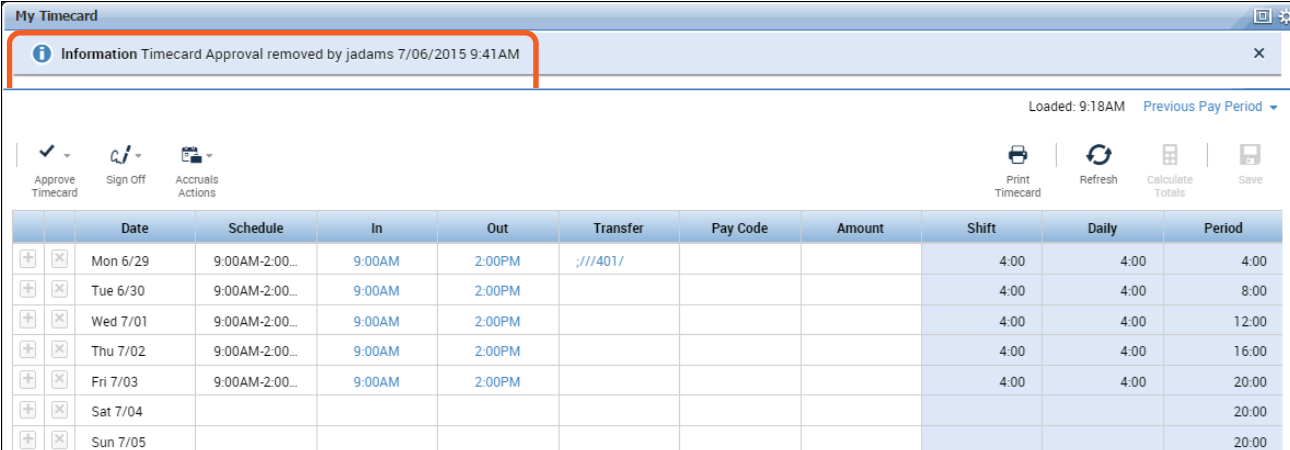
My Timecard

Approve Timecard Sign Off Accruals Actions

Approve Timecard

Remove Timecard Approval

Mon 6/29 9:00



My Timecard

Information Timecard Approval removed by jadams 7/06/2015 9:41AM

Loaded: 9:18AM Previous Pay Period ▾

Approve Timecard Sign Off Accruals Actions

Print Timecard Refresh Calculate Totals Save

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ X	Mon 6/29	9:00AM-2:00...	9:00AM	2:00PM	:/401/			4:00	4:00	4:00
+ X	Tue 6/30	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	8:00
+ X	Wed 7/01	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	12:00
+ X	Thu 7/02	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	16:00
+ X	Fri 7/03	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	20:00
+ X	Sat 7/04									20:00
+ X	Sun 7/05									20:00

- 5 Make the necessary adjustments to the timecard, **Save** and then approve the timecard when you are finished.

Note

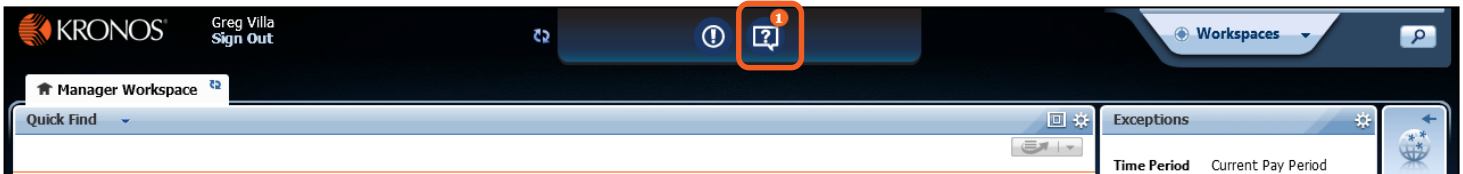
The employee or the Manager can make the appropriate edits to the timecard. See "Timecard Adjustments" job aid for adjusting pay codes.

As an Manager, you are responsible for approving your direct report's timeoff requests.

In this job aid you will learn how to approve your timeoff requests and refuse timeoff requests using the **Requests** widget.

Employee timeoff requests

- 1 Access the time off **Requests** panel by clicking on the Time Off Request icon (top center of screen)



- 2 In the **Time Period** field, verify that you are viewing the relevant time period.

Note
Select current pay period or previous pay period from the time period drop-down list

- 3 Select the employee's time off request

Note
Before approving timeoff requests, it is important to review the data for accuracy and ensure staffing is adequate.

Approve timeoff requests

- 4 Click the **Approve** button.
- 5 Click the **Approve** button on the approve time-off request window.

Refuse timeoff requests

- 4 Click the **Refuse** button.
- 5 Click the **Refuse** button on the refuse time-off request window.