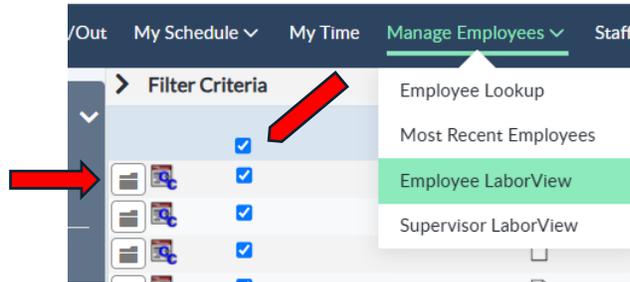


Approve Timecards

- See Three Things to Check Daily for things to be reviewed for each employee prior to approval.
- All critical exceptions and pending requests must be resolved for a timecard to be approved for a period.
- Under Manage Employees, select Employee LaborView. Check the box at the top to select all employees. Click on the folder next to their name to open timecard.



- Important things to check.
 - Review Transactions (List) to view in/out times, clocking source, labor, and special codes.

Transactions (List)									
<input type="checkbox"/>	Transactions	Source	Date	Time	Hours	Code	Department	Job Class	
<input type="checkbox"/>	IN	b - 35	Mon 09/23/2024	06:39		~~~~~	517270	B5_B5125	
<input type="checkbox"/>	OUT	[Mon 09/23/2024	18:25		~~~~~	517270	B5_B5125	
<input type="checkbox"/>	IN	b - 35	Tue 09/24/2024	06:38		~~~~~	517270	B5_B5125	
<input type="checkbox"/>	OUT	b - 39	Tue 09/24/2024	12:38		NL-~~~~	517270	B5_B5125	
<input type="checkbox"/>	IN	b - 111	Wed 09/25/2024	06:40		~~~~~	517270	B5_B5125	
<input type="checkbox"/>	OUT	b - 107	Wed 09/25/2024	16:45		~~~~~	517270	B5_B5125	
<input type="checkbox"/>	IN	b - 111	Thu 09/26/2024	06:39		~~~~~	517270	B5_B5125	
<input type="checkbox"/>	OUT	b - 110	Thu 09/26/2024	17:24		~~~~~	517270	B5_B5125	
<input type="checkbox"/>	IN	b - 111	Fri 09/27/2024	06:41		~~~~~	517270	B5_B5125	
<input type="checkbox"/>	OUT	b - 107	Fri 09/27/2024	15:19		NL-~~~~	517270	B5_B5125	

- Clocking source is as follows:
 - B-# indicates employee clocked in at a badge reader.

<input type="checkbox"/>	Transactions	Source
<input type="checkbox"/>	IN	b - 35
 - @ indicates employee used Quick Badge through a computer.

<input type="checkbox"/>	IN	@
--------------------------	----	---
 - [indicates a manual clocking request or addition.

<input type="checkbox"/>	OUT	[
--------------------------	-----	---
- Pay Distributions shows total calculation of hours by week.
 - If worked in more than one department, will list All Worked at the top, then will have break down of hours charged to each department below.

Pay Distributions (Daily Hours) AH: 80.00 Total: 58.50

All Worked

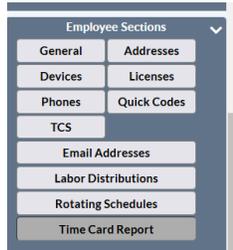
09/22 - 09/28 09/29 - 10/05

	22 Su	23 Mo	24 Tu	25 We	26 Th	27 Fr	28 Sa	Totals
OT 1.5 ^Σ							1.50	1.50
REG ^Σ			8.25	9.25	8.50	7.50	6.50	40.00
WK Diff							8.00	8.00
Total Worked			8.25	9.25	8.50	7.50	8.00	41.50

> Department 516820 Job Class B5_B5035

> Department 516850 Job Class B5_B5035

- If it is not listed under pay distributions, it will not be paid.
- If Employee worked in another department, check to make sure that hours worked in other department are correct before approving card.
 - If they work regularly in other department, Payroll can set up access for someone in another department to sign off on the card. You can then view their sign off to verify hours are correct before approving.
 - Select Timecard Report



- Scroll to bottom of report. Sign offs are listed under Messages.

Messages

Last calculated as of - 01/23/2025 00:15.
Time card is not approved.
 Editor Lindsay McLaughlin has signed off on time card at 01/23/2025 13:39.

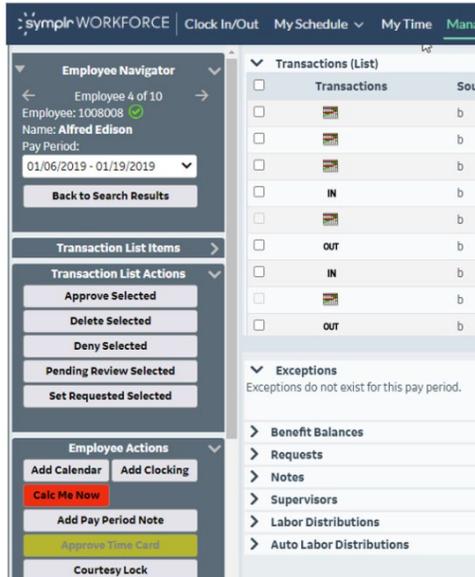
- Does Pay Distributions list Under Budget Hrs? This is a good check to see if employee added all calendars and clockings.

All Worked

09/22 - 09/28 09/29 - 10/05

	29 Su	30 Mo	1 Tu	2 We	3 Th	4 Fr	5 Sa	Totals
REG ^Σ	8.00	9.00						17.00
WK Diff	8.00							8.00
Under Budget Hrs							23.00	23.00
Total Worked	8.00	9.00						17.00

- If everything is correct select Approve Time Card.



- Green check mark will show next to employee name once approved.
- You can also review each card first, then mass approve timecards through Employee LaborView. Choose the Select All Option, then choose Approve Time Card. Status will show green check mark once card is approved.

