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.

✓ Tran	sactions (List)						
	Transactions	Source	Date	Time Hou	urs Code	Department	Job Class
	IN	b - 35	Mon 09/23/2024	06:39	~~~~~	517270	B5_B5125
	олт	[Mon 09/23/2024	18:25	~~~~~	517270	B5_B5125
	IN	b - 35	Tue 09/24/2024	06:38	~~~~~	517270	B5_B5125
	олт	b - 39	Tue 09/24/2024	12:38	NL ~ ~ ~ ~	517270	B5_B5125
	IN	b - 111	Wed 09/25/2024	06:40	~~~~~	517270	B5_B5125
	OUT	b - 107	Wed 09/25/2024	16:45	~~~~~	517270	B5_B5125
	IN	b - 111	Thu 09/26/2024	06:39	~~~~~	517270	B5_B5125
	OUT	b - 110	Thu 09/26/2024	17:24	~~~~~	517270	B5_B5125
	IN	b - 111	Fri 09/27/2024	06:41	~~~~~	517270	B5_B5125
	олт	b - 107	Fri 09/27/2024	15:19	NL	517270	B5 B5125

• Clocking source is as follows:

0

B-# indicates employee clocked in at a badge reader.

C	Transactions	Source
	IN	b - 35

• @ indicates employee used Quick Badge through a computer.

□ ■ @ [indicates a manual clocking request or addition.

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- 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.

09/22-09/28	09/29-	10/05						
	22 Su	23 Mo	24 Tu	25 We	26 Th	27 Fr	28 Sa	Totals
οτ 1.5Σ							1.50	1.50
REGΣ			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

- 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/ <u>2</u> 9 - 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 Hr	"S						23.00	23.00
Total Worked	8.00	9.00						17.00

• If everything is correct select Approve Time Card.

	Out	My Schedule 🗸 My Ti	me Mana					
 Employee Navigator 	~	Transactions (List)	65					
\leftarrow Employee 4 of 10 \rightarrow		Transactions	500					
Employee: 1008008 🧭 Name: Alfred Edison		27	D					
Pay Period:		1	b					
01/06/2019 - 01/19/2019 🗸		-	b					
Back to Search Results		IN	b					
		-	b					
Transaction List Items 🔷 📎		OUT	b					
Transaction List Actions 🛛 🗸		IN	b					
Approve Selected		-	b					
Delete Selected		OUT	b					
Deny Selected								
Pending Review Selected Set Requested Selected	Exce	Exceptions eptions do not exist for this pa	ay period.					
	>	Benefit Balances						
Employee Actions 🗸 🗸	>	Requests						
Add Calendar Add Clocking		> Notes						
Caic Me Now		> Supervisors						
Add Pay Period Note	>	> Labor Distributions						
Approve Time Card	> Auto Labor Distributions							
Courtesy Lock								

- 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.

Symple WORKFORCE Clock In/	Out	My	Schedule ~	MyTim	e _	Manage Em	ployee	s 🗸 Staffi
	>	Filte	r Criteria					
 Actions 			_		Sup	b	Job	Employee
Approve Time Card	-	-	0	Status	Тур	Dept	Class	Last Name
Linannrove Time Card		Pc		S	0	1008	400	Anderson
		Q		\odot	\oslash	1008	300	Carpenter
Courtesy Lock				\odot	\oslash	1008	300	Davis
Courtesy Unlock				\odot	\oslash	1008	400	Edison
Labort Cours		Q		\odot	\oslash	1008	300	Edwards
All Employees				\odot	\oslash	1008	300	Garcia
An Employees				\odot	\oslash	1008	200	Henderson
Pay Group Instance:			0	\odot	\oslash	1008	100	Kingsley
All Current 🗸				\odot	\oslash	1008	100	McDonald
				\odot	\oslash	1008	200	Williams
Bookmarks 🗸	Tota	als						
Bookmarks								
Employee Search								