

Hourly Employee Timekeeping

Approve Your Timecard

This job aid explains how you can approve your timecard when complete.

About Employee Approval

- When you believe that your timecard is complete, accurate, and ready for signoff, you approve it. After you approve your timecard, your manager also approves it. No edits can be made once your manager approves the timecard.
- When your timecard is ready for payroll processing, your manager will sign off your timecard.
- Before you approve your timecard, you should resolve any exceptions. Exceptions include missed punches or not enough hours to complete the week.
- To Approve Your Timecard:
 1. Open your timecard from your home page.

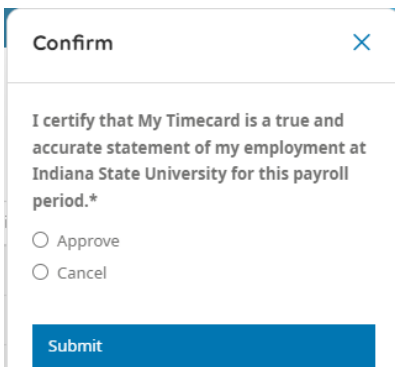


2. Select the appropriate timeframe.
3. Make sure the timecard is accurate.
4. Select **Approve**.



		Date	Schedule	Absence	In	Out	Transfer	In
+	⊖	Sat 9/17						
+	⊖	Sun 9/18						
+	⊖	Mon 9/19	8:00 AM - 4:30 PM		8:00 AM	11:45 AM		12:45 PM

5. Select the **Approve** button on the Attestation pop out and select **Submit**.



To remove your approval, select Remove Approval.

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