Approve Employee Timecards

Timekeepers must approve employee timecards at the end of the pay period for payroll processing.

Important note: Whenever a timekeeper/manager approves a timecard during the current in-process pay period, it becomes locked and no employee direct edits are allowed until the approval is removed. The individual who approved the timecard must undo that approval by selecting "Remove Approval" for the timecard to be further edited. **Timecards should be reviewed and edited as needed throughout the pay period and then the approval button selected when ready for final confirmation.**

Timecard Approval Status Visual Cues

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

Background Color	Description
	Approved by manager.
	Timecard has been signed off.

Approve a Single Employee Timecard

You can use the system to approve a single timecard:

Navigation: Main Menu > Time > Timecards

1. Select the employee to approve.
2. Select the appropriate timeframe.
3. Ensure timecard accuracy including information on the **Totals** add-on.
4. Select **Approve**.
5. Select **Save**.

Approve Multiple Employee Timecards

You can approve multiple employee timecards at one time.
Navigation: Main Menu > Time > Employee Summary

1. Select the appropriate timeframe and search criteria that you wish to approve.
2. Select checkboxes next to employee names. To select all employees, check **Select All**.
3. If you have more than 40 employees, scroll down to the bottom to ensure that you selected all employees before submitting approval.
4. Select **Approve**.

5. Select **Yes**.

Depending on your dataview, you may want to refresh your view to confirm your approval. Navigate to **Main Menu** and select **Dataviews & Reports** and then **Group Edit Results**. Expand the **Completed** category and confirm your approval.