Approving Employee Timecard Edits for Timekeepers/Managers



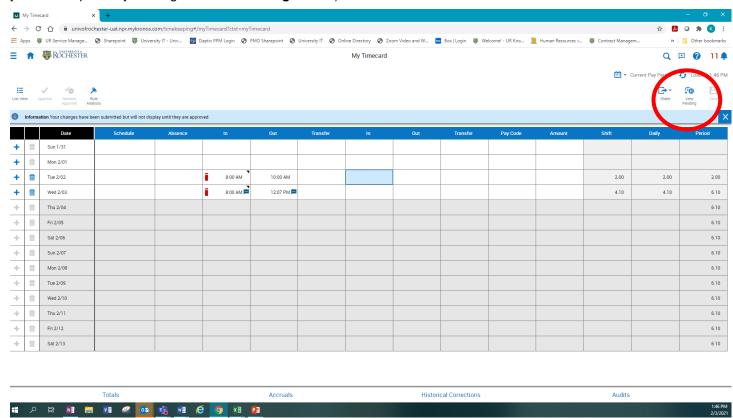
About Employee Timecard Edits

Any time an employee edits their timecard, including when they enter their time directly in the timecard, reports-to managers will receive a notification in their Control Center under the Timekeeping Request category. They can approve from the notification center or go to the pending change on the employee's timecard. Once in the timecard, they will be prompted to review and approve the change.

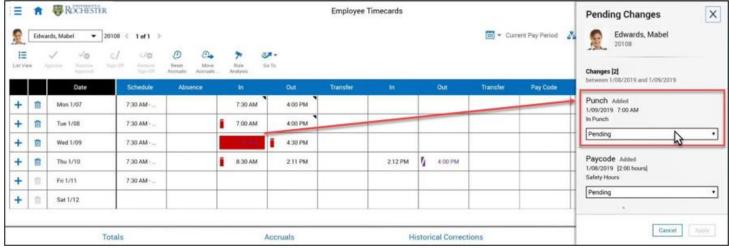
Timekeepers will not see the notification, however, they will be able to view timecard change requests using the **UR Timekeeping Change Request** <u>dataview</u>.

To approve employee timecard edits from Employee Timecard

Open on the employee's timecard, a window will open to prompt you to review pending changes. (If you close the window, you can reopen it by clicking the **View Pending** button.)



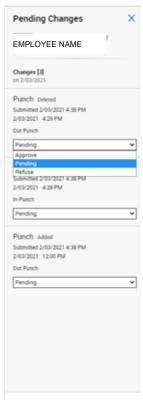
If there are changes that have not yet been approved, the Pending Changes panel lists the type of change that the employee has submitted — typically **Punch** or **Paycode** (including comments or transfers). Next to each type of change, the panel identifies whether it was added, modified or deleted by the employee.



- 1. For each timecard change request, select one of the following:
 - Approve After you approve the request, the approval is listed in the employee's Control Center and the edit is visible in the employee's timecard.
 - **Refuse** After you refuse the request, the refusal is listed in the employee's Control Center and the edit is **not** visible in the employee's timecard.
 - Pending If you wish to discuss the change with the employee before responding, you may leave it in pending status before responding. Pending Changes must be cleared before the timecard can be approved for payroll. If not responded to by the payroll deadline, they will be refused by Payroll and must be re-entered by the timekeeping manager as a historical correction.

To review the change in the timecard, you can select each employee change in the Pending Changes panel and select **Approve** or **Refuse**. When finished, click **Apply**.

2. Once approved, the timecard will be saved, and you will no longer see any exceptions displayed in the timecard based on the employee requested changes.





Note: The Audits tab includes a row for when the employee requested the change and another row for when the manager/timekeeper acted on the change (approve or refuse), but the actual edit is only listed as an employee edit.

TIP: If the **Approve** checkmark option is grayed out on an employee's timecard when you are trying to approve it, check for Pending Changes. Once you respond, the Approve option will be available.