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Approve Your Timecard

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

Job Aid

About Employee Approval

- When you believe that your timecard is complete, accurate, and ready for signoff, you approve it. Depending on your access, you may also be able to remove your approval to make edits. Typically, after you approve your timecard, your manager also approves it.

- When your timecard is ready for payroll processing, you, your manager, or both of you sign off your timecard. You cannot remove the approval after the timecard is signed off.

- Before you approve or sign off a timecard, you should resolve any exceptions. Exceptions, which are defined for your company, include early punch and late punch.

To approve your timecard:

1. Open your timecard and select the appropriate timeframe.

2. Make sure the timecard is accurate.

3. Click **Approve.**

The way that approval is displayed in your timecard differs depending on whether you are using table view or list view.

Table view

You can approve the entire timeframe or part of the timeframe. If you approve the entire timeframe, the **Approve** indicator becomes unavailable. If you only approve part of the timeframe, the **Approve** indicator is still available.

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

Yellow background- -Timecard approved by employee but not by manager.
Light purple background- -Timecard approved by manager but not by employee.

Green background - -Timecard approved by both employee and manager.
Gray crosshatch- -Timecard has been signed off.

To remove your approval, Click **Remove Approval** Depending on your access rights, you may not be able to remove approval after your manager has approved the timecard.
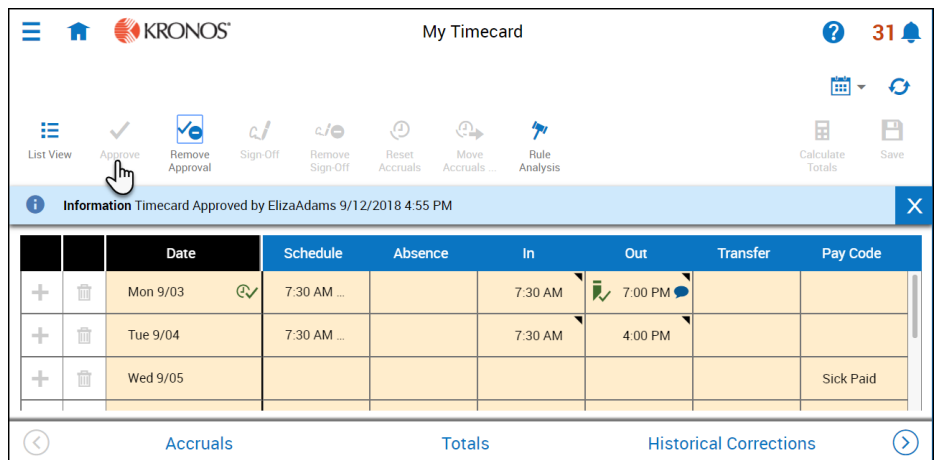
List view

You can approve the entire timeframe or part of the timeframe. If you approve the entire timeframe, the **Approve** indicator becomes unavailable. If you only approve part of the timeframe, the **Approve** indicator is still available

The approval bar on the left side of the timecard changes, depending on who has approved it:

-All days approved by employee

-All days approved by manager

-All days signed off

To remove approval, click **More Actions** and then click **Remove Approval.**