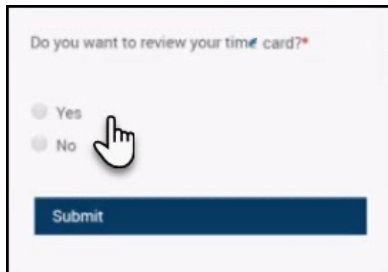




Approve My Timecard Daily Using Attestation

This job aid explains how to approve your timecard at the end of your shift daily by following a common Attestation workflow.

1. Log into Workforce Dimensions and open the Punch tile.
2. Select the **Punch Out** button.
3. A message will display on the screen asking if you wish to review your time for the day. Note: the message text may vary from the below screen based on your company's settings. Select **Yes**, then select **Submit**.



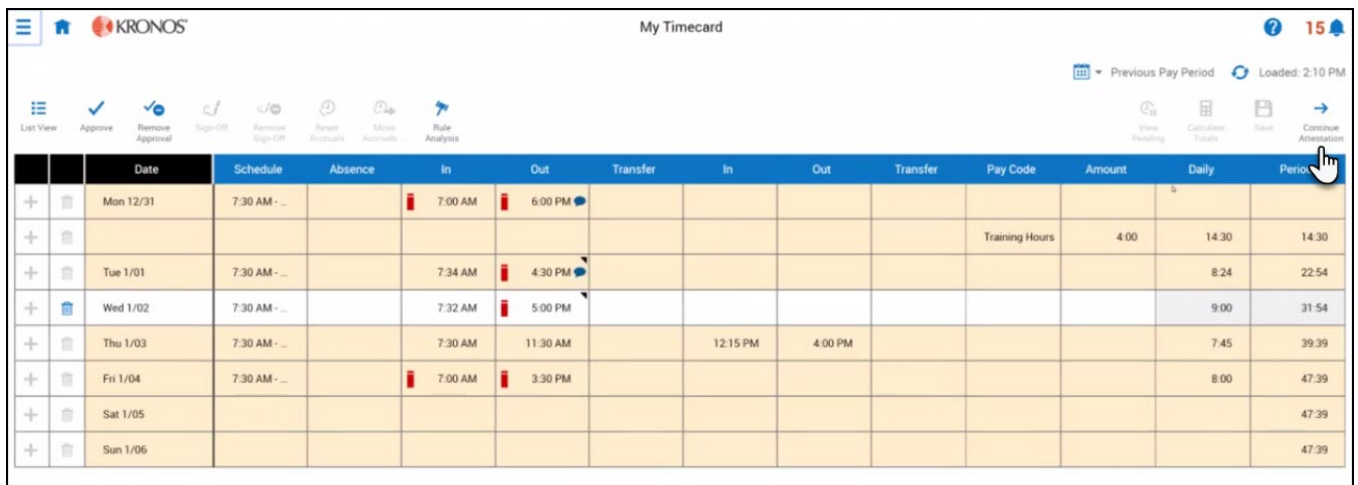
Do you want to review your time card?*

Yes

No

Submit

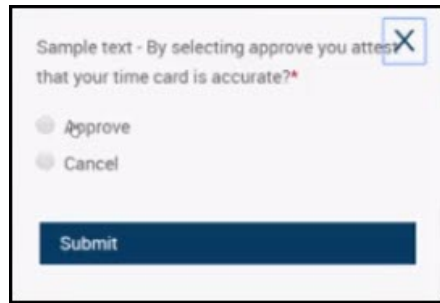
4. You will be directed to your timecard to review the time worked. Approved dates will appear with an orange background, unapproved dates will appear with a white background.



	Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Daily	Period
	Mon 12/31	7:30 AM - ...		7:00 AM	6:00 PM								
										Training Hours	4.00	14.30	14.30
	Tue 1/01	7:30 AM - ...		7:34 AM	4:30 PM							8.24	22.54
	Wed 1/02	7:30 AM - ...		7:32 AM	5:00 PM							9.00	31.54
	Thu 1/03	7:30 AM - ...		7:30 AM	11:30 AM		12:15 PM	4:00 PM				7.45	39.39
	Fri 1/04	7:30 AM - ...		7:00 AM	3:30 PM							8.00	47.39
	Sat 1/05												47.39
	Sun 1/06												47.39

5. Once reviewed, select the **Continue Attestation** icon.

- You will be prompted to attest to the approval of your timecard. Select **Yes**. A confirmation message will appear and then your punch will be recorded.

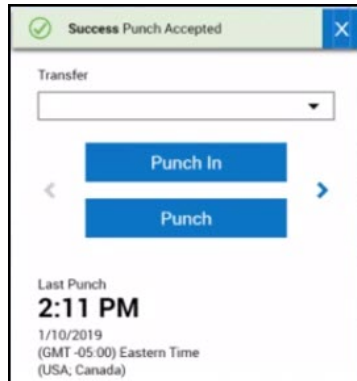


Sample text - By selecting approve you attest that your time card is accurate?*

Approve

Cancel

Submit



Success Punch Accepted

Transfer

Punch In

Punch

Last Punch
2:11 PM
 1/10/2019
 (GMT -05:00) Eastern Time
 (USA; Canada)

- To verify your approval, open your timecard and ensure that all the approved dates show up with the orange background.
- Note: If your manager edits your timecard after approval, you will be prompted to review and approve once again.

My Timecard

Previous Pay Period Loaded: 2:11 PM

	Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Daily	Period
	Mon 12/31	7:30 AM - ...		7:00 AM	6:00 PM								
										Training Hours	4.00	14:30	14:30
	Tue 1/01	7:30 AM - ...		7:34 AM	4:30 PM							8:24	22:54
	Wed 1/02	7:30 AM - ...		7:32 AM	5:00 PM							9:00	31:54
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	Fri 1/04	7:30 AM - ...		7:00 AM	3:30 PM							8:00	47:39
	Sat 1/05												47:39
	Sun 1/06												47:39