

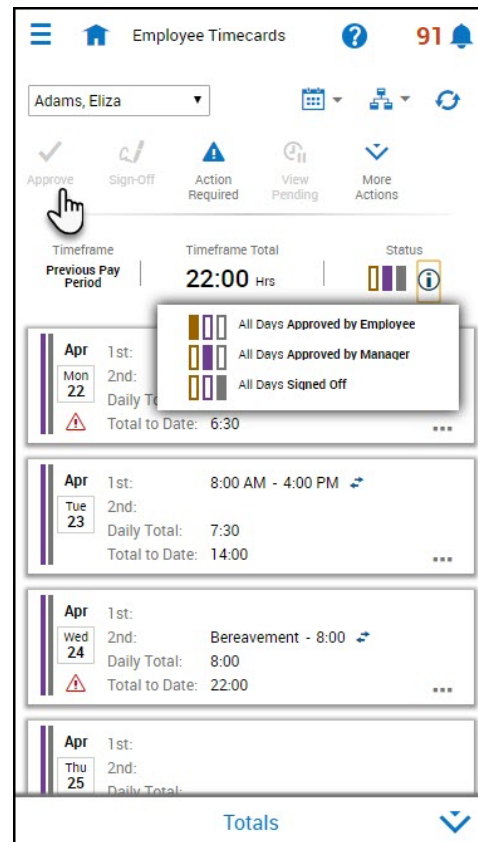


Approve Timecards – List View

When you believe that your employee's timecard is complete, accurate, and ready for signoff, you approve it.

Accessing Timecards on Your Mobile Device




1. Open the employee timecard and select the appropriate timeframe.
2. Make sure the timecard is accurate.
3. Click Approve.



To verify the approval:

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**.

To approve multiple timecards

1. Select the employees to approve.
2. Tap Approve icon.
3. In the confirmation box, tap Yes.

To view the results of this group edit, go to the **Main Menu** and select **Dataviews & Reports > Group Edit Results**.

