

For Timekeepers/Managers: Approving Timecards for Employees with Multiple Assignments/Jobs

Employees with multiple jobs have ONE timecard. The hours for each job need to be approved by the manager/timekeeper that is responsible for each job. This could be two or more people. Only approve hours for the job you are responsible for.

Once all hours are added to the timecard and/or approved by the timekeepers for the employee on that card, the time is approved for payroll processing. If there are outstanding pending changes at the time of the payroll deadline, those will be rejected, but this will not prevent the approved time on the timecard from being paid. Note: The “blue check mark” to approve the overall timecard will not be available if there are outstanding pending changes.

All managers/timekeepers in a department family have the ability to approve/modify all timecards and all assignments within that department family.

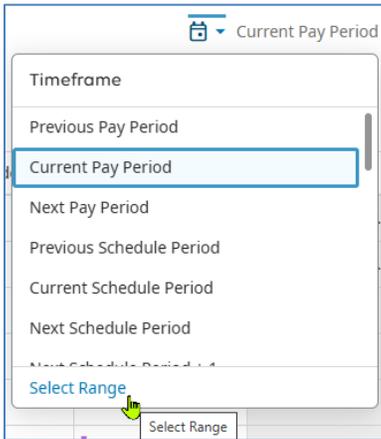
Managers/timekeepers will know if they have access to approve/modify an assignment if the “person” icon is visible in the transfer column of the timecard on the assignment line:

Assignment	In	Out	Transfer
 Environmental S...	8:00 AM	12:00 PM	 You can approve this job
Test124575	3:00 PM	5:00 PM	

When an employee has multiple assignments in the same department family:

To approve a specific assignment on a timecard with multiple assignments, use the “Timeframe” drop-down menu. Select the appropriate date range for the days of the assignment that have reported time to be approved.

 If there are multiple assignments for that day and they are within the same department family, managers/timekeepers would need to coordinate with the timekeeper, manager and/or supervisor for the other assignment before approving time for that day/date.



Current Pay Period

Timeframe

- Previous Pay Period
- Current Pay Period
- Next Pay Period
- Previous Schedule Period
- Current Schedule Period
- Next Schedule Period
- Next Schedule Period

Select Range

When an employee has multiple assignments in different department families:

- You only have access to the assignments that exist in the department families you have access to. Any other assignments appearing on the timecard for other department families are not approved when you approve the assignment you are responsible for.
- To approve a specific assignment on a timecard with multiple assignments, you will need to use the “Timeframe” drop-down menu. Select the appropriate date range for the days of the assignment that have reported time to be approved.

