



How to See Who Has Approved a Timecard

If you are unable to edit a timecard in the current pay period, it is likely because the timecard has been approved, either by you or another timekeeper/manager. An indication that a timecard is approved is a shaded purple background. When a timecard is approved, it becomes locked and no other edits can be made. **Only the person who has approved the timecard can remove the approval by selecting “Remove Approval.”**

While it’s good practice to frequently review and make changes and/or corrections to timecards, it’s best to wait until after the pay period closes to approve biweekly timecards. Timekeepers/managers should only approve time for employees they are responsible for.

If you need to edit an already approved timecard and are unsure who approved it, there are a couple of ways to find out.

First, from the individual timecard, click on the **Audits** tab in the lower right corner.

Date	Schedule	Absence	Assignment	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Mon 12/16			Environmental S...	7:00 AM	11:00 AM				4.00		
			Assignment	11:00 AM	3:30 PM				4.50	8.50	8.50
Tue 12/17			Environmental S...	7:00 AM	3:30 PM				8.00	8.00	16.50
Wed 12/18			Environmental S...	7:00 AM	3:30 PM				8.00	8.00	24.50
Thu 12/19			Environmental S...	7:00 AM	3:30 PM				8.00	8.00	32.50
Fri 12/20			Environmental S...				UR Sick	8.00		8.00	40.50
Sat 12/21											40.50
Sun 12/22											40.50
Mon 12/23			Environmental S...	7:00 AM	3:00 PM	...Call 45 min meal...			7.25	7.25	47.75
Tue 12/24			Environmental S...	7:00 AM			UR Vacation	8.00		8.00	55.75
Wed 12/25			Environmental S...				Christmas	8.00		8.00	63.75
Thu 12/26											63.75
Fri 12/27											63.75
Sat 12/28											63.75

Accruals Totals Historical Corrections **Audits**

On the left, click the Audits drop-down menu and choose **Approval Detail**.

The screenshot shows the 'Employee Timecards' interface. At the top, there's a header with the University of Rochester logo and 'Employee Timecards'. Below that, there's a user profile 'Test, Testee54' and a 'TEST54' dropdown. A toolbar contains icons for 'List View', 'Zoom', 'Approve', 'Remove Approval', 'Analyze', 'View Month...', and 'Go To'. The main area is a table with columns: Date, Schedule, Absence, Assignment, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and Period. Below the table, an 'Audits' dropdown menu is open, showing options: 'Signoff & Approval', 'Comments', 'After Sign-Off Audits', and 'Approval Detail' (which is circled in yellow). The background table shows audit entries with columns: Assignment, Job Transfer, Override, Comment, Note on Comment, User, Audit Date/Time, Data Source, and Application.

You can see who approved the timecard and can reach out to that person to have them remove their approval so that edits can be made.

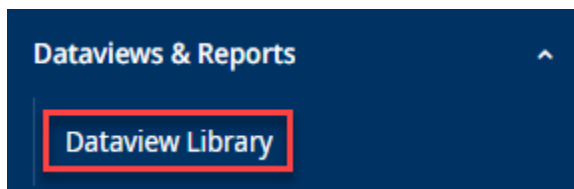
The screenshot shows the 'Signoff & Approval' audit view. It features a table with the following columns: Date, Type, User, and Audit Date/Time. The 'Type' column is circled in yellow. The table contains three rows of data:

Date	Type	User	Audit Date/Time
Sun 12/15	Manager Approval - Add	manager11, Manager	Tue 12/31 2:02 PM (GMT -05:00) Eastern Time (USA; Canada)
Mon 12/16	Manager Approval - Add	manager11, Manager	Tue 12/31 2:02 PM (GMT -05:00) Eastern Time (USA; Canada)
Tue 12/17	Manager Approval - Add	manager11, Manager	Tue 12/31 2:02 PM (GMT -05:00) Eastern Time (USA; Canada)

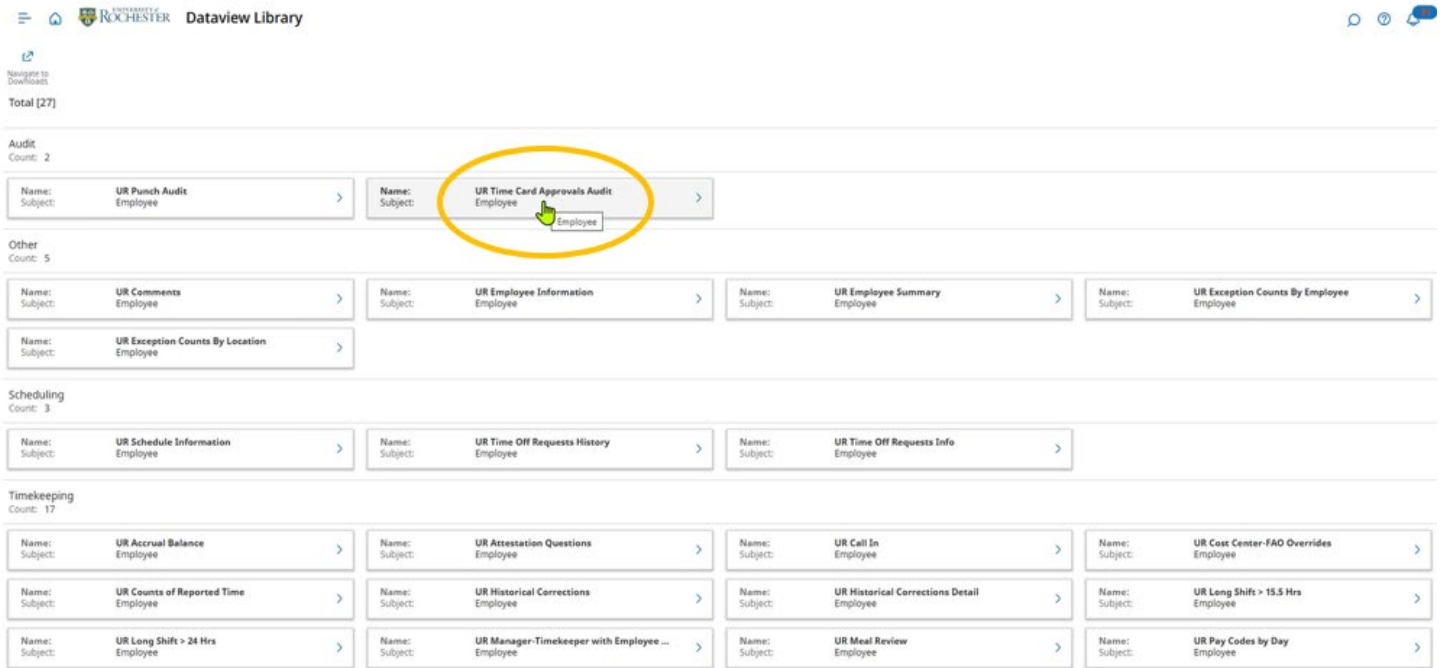
Another option is to use the **UR Time Card Approvals Audit** data view from the Dataview Library.

Navigation: Main Menu > Dataview Library > UR Time Time Card Approvals Audit

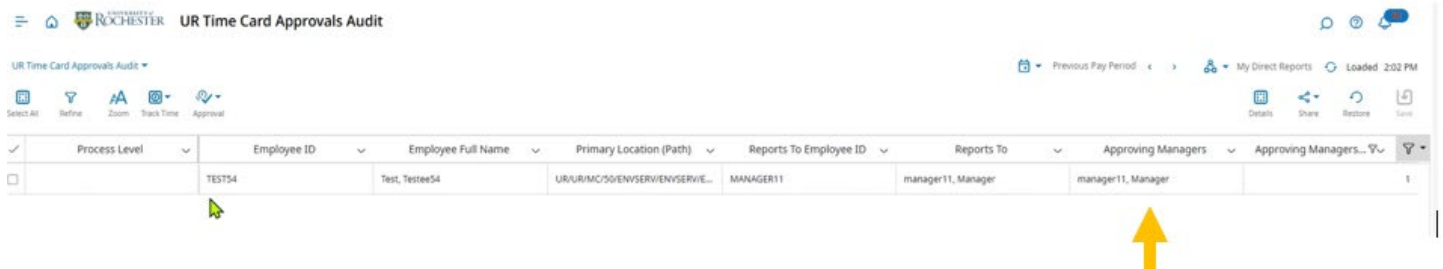
From the Home page, locate the **Main Menu** (upper left) and select the **Dataviews & Reports** dropdown and click on **Dataview Library**.



From the **Dataview Library**, select the **UR Time Card Approvals Audit** dataview.



Here you will see timecards that have been approved and who approved them.



If you are unable to reach the original approver, contact Ask-URHR to have the timecard approval removed so that you may make edits. Always provide as much detail as possible when submitting your ticket so the support team may help you as efficiently as possible.

- ask-urhr@UR.Rochester.edu
- (585) 275-8747
- [Ask-URHR](#)

Related item: For information about editing a time off request, please review [these instructions](#).