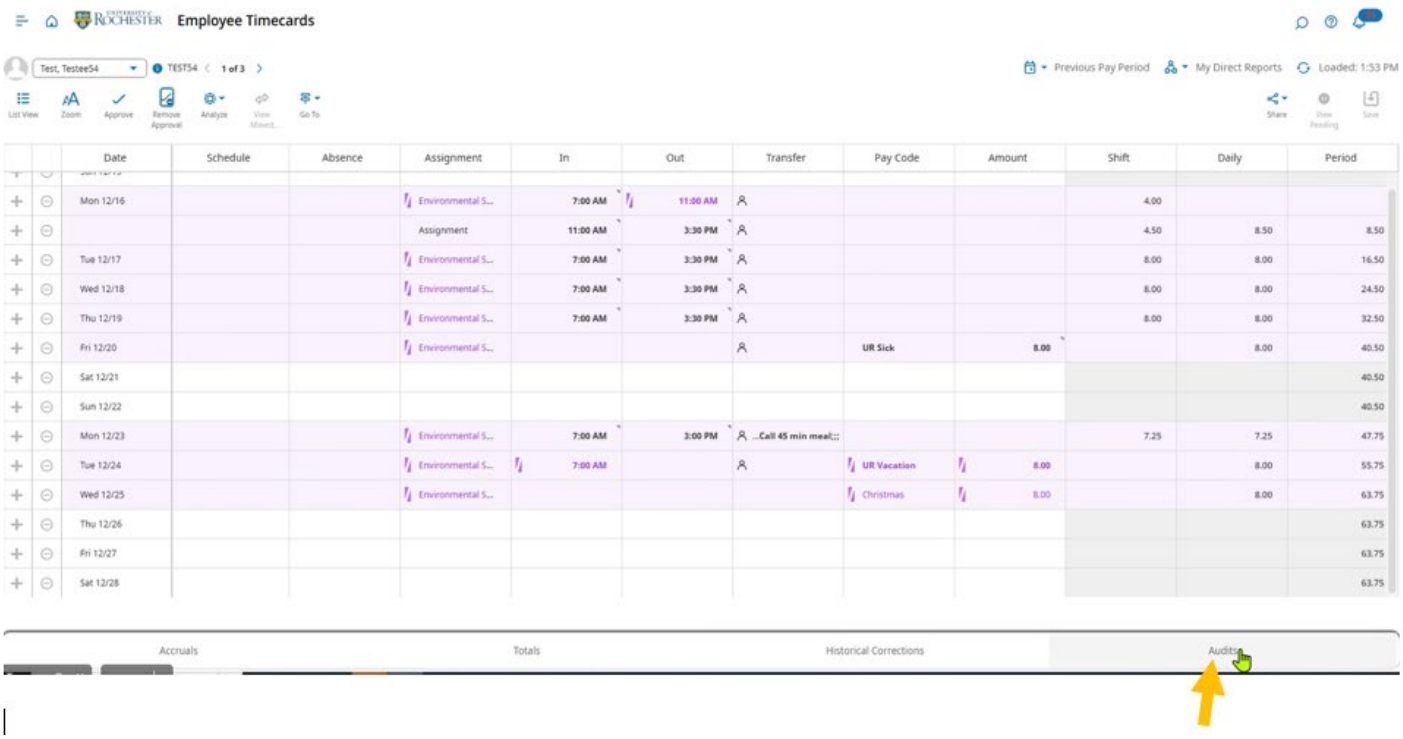
How to See Who Has Approved a Timecard

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."**

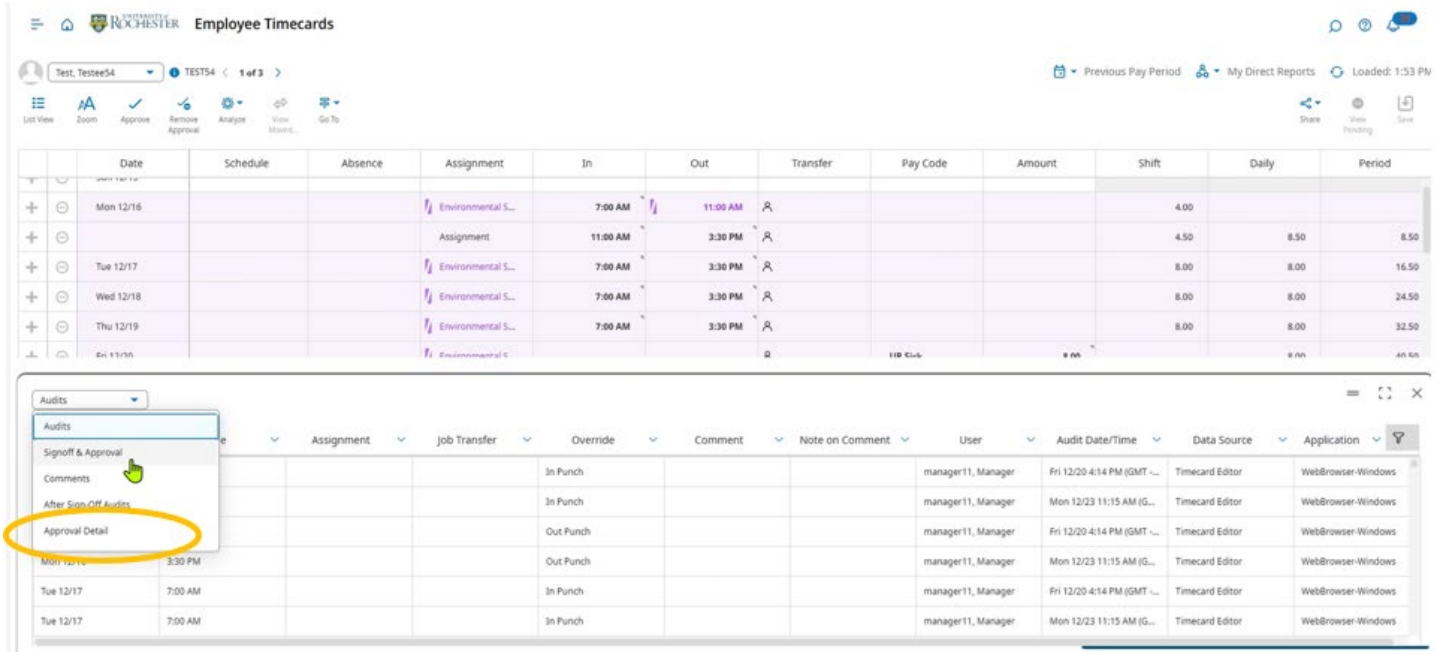
While it's good practice to frequently review and make changes and/or corrections to timecards, it's best to wait until after the pay period closes to approve biweekly timecards. Timekeepers/managers should only approve time for employees they are responsible for.

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

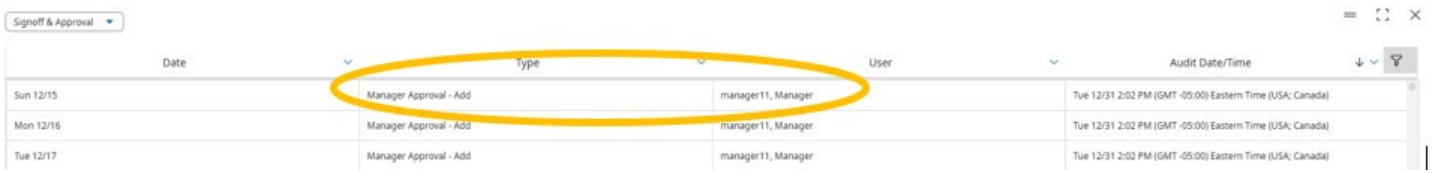
First, from the individual timecard, click on the **Audits** tab in the lower right corner.



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



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.

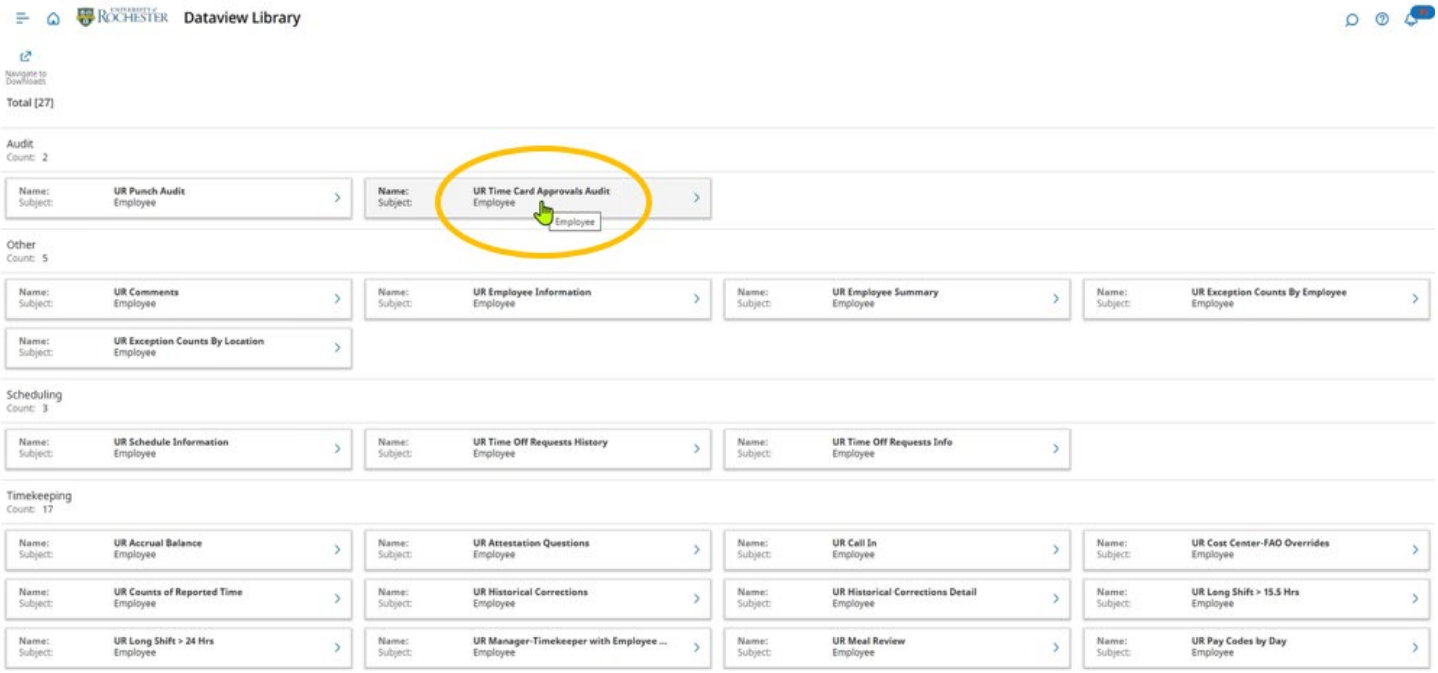


Another option is to use the **UR Time Card Approvals Audit** data view from the Dataview Library.

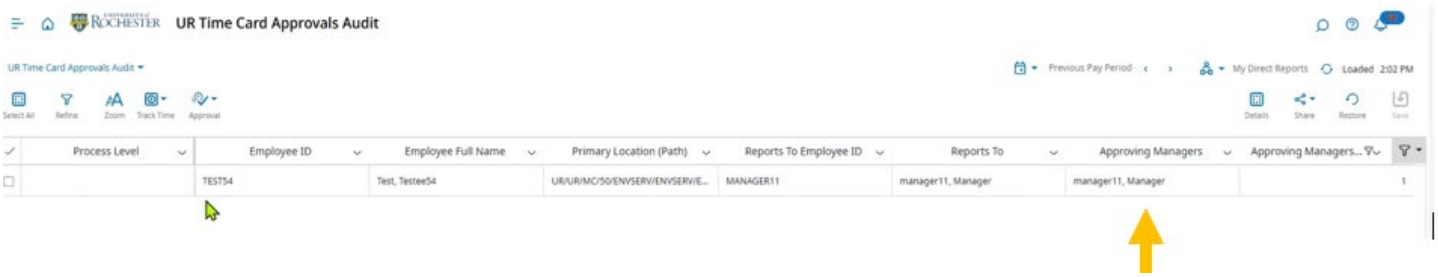
Navigation: Main Menu > Dataview Library > UR Time Time Card Approvals Audit

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.