

As an employee, you have a responsibility to approve your timecard. Before approving your timecard, it is important to review the data for accuracy, and make adjustments as needed. After you approve a timecard, you may have permissions to remove the approval.

In this job aid you will learn how to approve your timecard and remove approval from your timecard using the My Timecard widget.

Approving Your Timecard

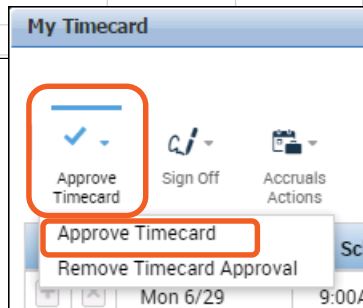
- 1 Access the **My Timecard** widget
- 2 In the **Time Period** field, verify that you are viewing the relevant time period.

Note:

You will approve your time card at the end of each pay period.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	Mon 6/29	9:00AM-2:00...	9:00AM	2:00PM	:/401/			4.00	4.00	4.00
+	Tue 6/30	9:00AM-2:00...	9:00AM	2:00PM				4.00	4.00	8.00
+	Wed 7/01	9:00AM-2:00...	9:00AM	2:00PM				4.00	4.00	12.00
+	Thu 7/02	9:00AM-2:00...	9:00AM	2:00PM				4.00	4.00	16.00
+	Fri 7/03	9:00AM-2:00...	9:00AM	2:00PM				4.00	4.00	20.00
+	Sat 7/04									20.00
+	Sun 7/05									20.00

- 3 Click the **Approve Timecard** button.



- 4 Select **Approve Timecard** from the drop-down and verify that your timecard is approved by reviewing the **Timecard is Approved** notification. The background of the timecard will now be colored yellow.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	Mon 6/29	9:00AM-2:00...	9:00AM	2:00PM	:/401/			4.00	4.00	4.00
+	Tue 6/30	9:00AM-2:00...	9:00AM	2:00PM				4.00	4.00	8.00
+	Wed 7/01	9:00AM-2:00...	9:00AM	2:00PM				4.00	4.00	12.00
+	Thu 7/02	9:00AM-2:00...	9:00AM	2:00PM				4.00	4.00	16.00
+	Fri 7/03	9:00AM-2:00...	9:00AM	2:00PM				4.00	4.00	20.00
+	Sat 7/04									20.00
+	Sun 7/05									20.00

Note:

Be sure that you make all required edits to your time card before approving it. After you approve a timecard, unless you have permissions to remove approval, you will not be able to make any further edits.

Removing Approval From Your Timecard

- 1 Access the **My Timecard** widget
- 2 Using the **Pay Period** drop-down list, navigate to the applicable approved time frame.

Note:
If you are unable to remove approval from a timecard and need to make changes, contact your supervisor.

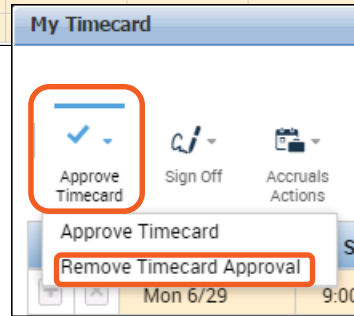
My Timecard

Loaded: 9:23AM Previous Pay Period ▾

Approve Timecard
 Sign Off
 Accruals Actions
 Print Timecard
 Refresh
 Calculate Totals
 Save

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
<input type="checkbox"/>	Mon 6/29	9:00AM-2:00...	9:00AM	2:00PM	:/401/			4:00	4:00	4:00
<input type="checkbox"/>	Tue 6/30	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	8:00
<input type="checkbox"/>	Wed 7/01	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	12:00
<input type="checkbox"/>	Thu 7/02	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	16:00
<input type="checkbox"/>	Fri 7/03	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	20:00
<input type="checkbox"/>	Sat 7/04									20:00
<input type="checkbox"/>	Sun 7/05									20:00

- 4 Click the **Approve Timecard** button.
- 5 Select **Remove Timecard Approval**. The **Timecard Approval removed** by notification will appear and the timecard will no longer have a yellow colored background.



My Timecard

Information Timecard Approval removed by jadams 7/06/2015 9:41AM

Loaded: 9:41AM Previous Pay Period ▾

Approve Timecard
 Sign Off
 Accruals Actions
 Print Timecard
 Refresh
 Calculate Totals
 Save

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
<input type="checkbox"/>	Mon 6/29	9:00AM-2:00...	9:00AM	2:00PM	:/401/			4:00	4:00	4:00
<input type="checkbox"/>	Tue 6/30	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	8:00
<input type="checkbox"/>	Wed 7/01	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	12:00
<input type="checkbox"/>	Thu 7/02	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	16:00
<input type="checkbox"/>	Fri 7/03	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	20:00
<input type="checkbox"/>	Sat 7/04									20:00
<input type="checkbox"/>	Sun 7/05									20:00

- 6 Make the necessary adjustments to the timecard, **SAVE** and then **APPROVE** the timecard when you are finished.

Note:
After your manager approves your timecard, you will not be able to remove approval and make edits to your timecard.