

Hourly Employee Timekeeping

Approve Employee Timecards

This job aid explains how you can approve employee timecards at the end of the pay period for payroll processing.

About Hourly Employee Timecard Approvals

- Hourly employee timecards require the approval of the timecard by the employee and the manager.
- Before payroll processing begins, sign-off is also required by a manager. Approve a Single Timecard

Navigation: Main Menu > Time > Employee Summary

1. Select the appropriate timeframe and B1 in hyperfind.
2. Select employee(s) and **Open Selected**.
3. Make sure the timecard is accurate including missed punches resolved and long intervals marked as reviewed.

Mon 9/19	8:00 AM - 4:30 PM		8:00 AM	11:45 AM	👤	12:45 PM	4:30 PM
Tue 9/20	8:00 AM - 4:30 PM		8:00 AM	11:45 AM	👤	12:45 PM	4:30 PM
Wed 9/21	8:00 AM - 4:30 PM		8:00 AM	11:45 AM	👤	12:45 PM	4:30 PM
Thu 9/22	8:00 AM - 4:30 PM		8:00 AM	11:45 AM	👤	12:45 PM	4:30 PM
Fri 9/23	8:00 AM - 4:30 PM		8:00 AM	11:45 AM	👤	12:45 PM	4:30 PM
Sat 9/24							
Sun 9/25							

4. Select **Approve**. The timecard will adopt a light purple background as shown:

The screenshot shows the 'Employee Timecards' interface for Greg Adams (GA04). The interface includes a toolbar with various actions like 'List View', 'Zoom', 'Approve', 'Remove Approval', 'Sign-Off', 'Remove Sign-Off', 'Rule Analysis', 'View Moved Amounts', 'Accrual Actions', 'Go To', 'Share', 'View Pending', 'Calculate Totals', and 'Save'. A notification bar indicates 'Information Timecard Approved by Martin, Michael 10/08/2021 3:05 PM'. Below this is a table with columns for Date, Schedule, Absence, In, Out, Transfer, Pay Code, Amount, Shift, and Daily. The rows show timecard entries for Sun 9/26, Mon 9/27, and Tue 9/28, all with a light purple background.

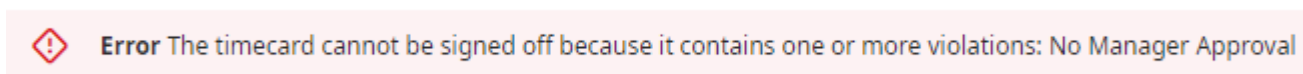
	Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Shift	Daily	
+	Sun 9/26													
+	Mon 9/27	7:00 AM - 3:30 PM		7:00 AM	3:30 PM							8:00	8:00	
+	Tue 9/28	7:00 AM - 3:30 PM		7:00 AM	3:30 PM							8:00	8:00	

From the Totals tab at the bottom of the timecard, view all hours worked.

Location	Job	Cost Center	Labor Category	Pay Code	Amount
ISU/0303-New Student Transition Programs/B1/8P	Test Svc and NSO Asst Dir	0303	AR956800,EP	Grand Totals	37.50
ISU/0303-New Student Transition Programs/B1/8P	Test Svc and NSO Asst Dir	0303	AR956800,EP	Regular	37.50

Accruals
Totals
Historical Corrections
AU

5. Sign off cannot be applied until all hours on the timecard have been approved by each department worked. The following message will appear when sign off is attempted prior to all approvals being applied:



Timecard Color Definitions

The background color of the timecard changes, depending on who has approved it:

- Yellow Background – Timecard approved by employee but not by manager.



- Light Purple Background – Timecard approved by manager but not employee.



- Green Background – Timecard approved by both employee and manager.



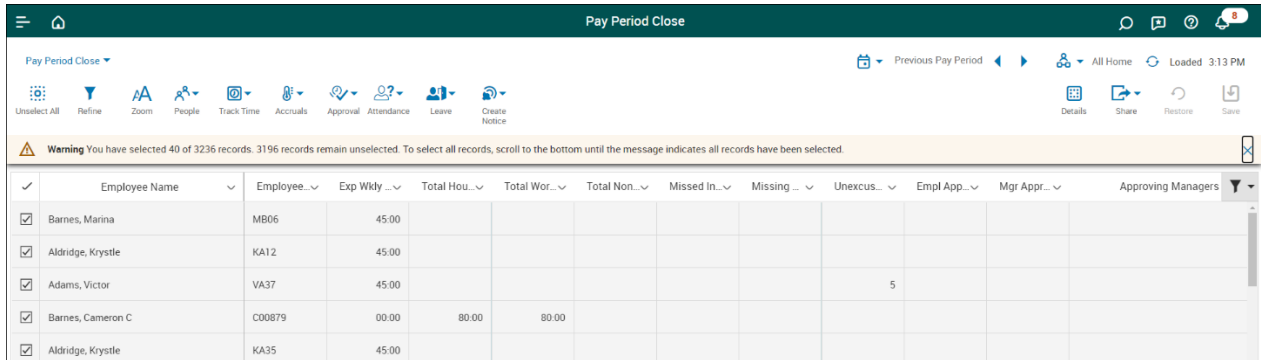
- Gray Crosshatch – Timecard has been signed off.



Approve Multiple Employee Timecards

Navigation: Main Menu > Time > Employee Timecards or any of your available Employee Dataviews

1. Select the appropriate timeframe and search criteria that you wish to approve.
2. Select the one or more check boxes next to the employee's names. To select all the employees, choose **Select All**.
3. If you have more than 40 employees, scroll down to the bottom of your employee list to be sure that you selected all the employees before submitting approval.



<input checked="" type="checkbox"/>	Employee Name	Employee...	Exp Wkly ...	Total Hou...	Total Wor...	Total Non...	Missed In...	Missing ...	Unexcus...	Empl App...	Mgr Appr...	Approving Managers
<input checked="" type="checkbox"/>	Barnes, Marina	MB06	45.00									
<input checked="" type="checkbox"/>	Aldridge, Krystle	KA12	45.00									
<input checked="" type="checkbox"/>	Adams, Victor	VA37	45.00						5			
<input checked="" type="checkbox"/>	Barnes, Cameron C	C00879	00.00	80.00	80.00							
<input checked="" type="checkbox"/>	Aldridge, Krystle	KA35	45.00									

4. Select **Approve**.
5. Select **OK**.
6. Depending on your dataview, you may want to refresh your view to confirm your approval. Alternately, go to the Main Menu and select Dataviews & Reports > Group Edit Results. Expand Complete and confirm your approval.

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