Hourly Employee Timekeeping

Approve Employee Timecards

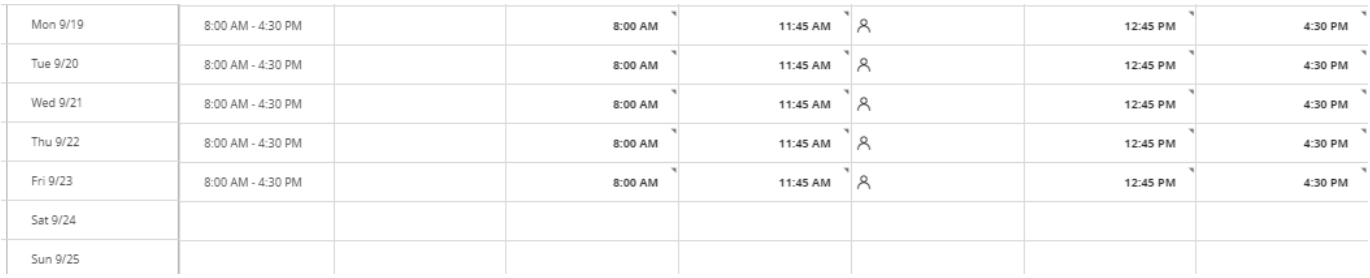
This job aid explains how you can approve employee timecards at the end of the pay period for payroll processing.

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

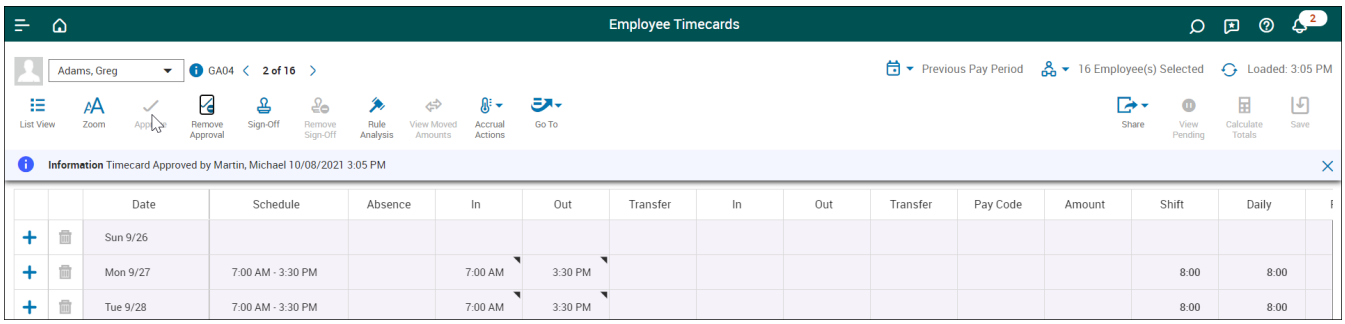
Navigation: Main Menu > Time > Employee Summary

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.

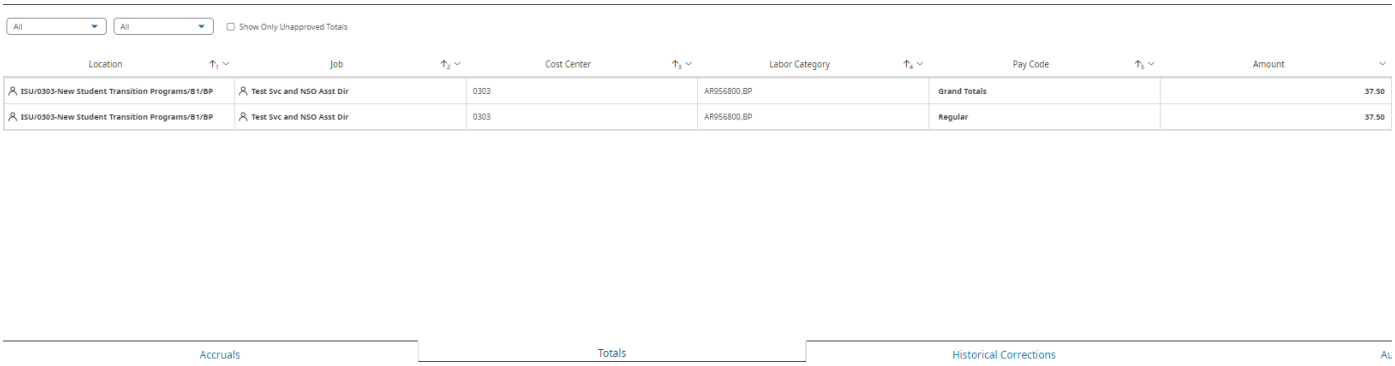


Mon 9/19	8:00 AM - 4:30 PM		8:00 AM	11:45 AM		12:45 PM	4:30 PM
Tue 9/20	8:00 AM - 4:30 PM		8:00 AM	11:45 AM		12:45 PM	4:30 PM
Wed 9/21	8:00 AM - 4:30 PM		8:00 AM	11:45 AM		12:45 PM	4:30 PM
Thu 9/22	8:00 AM - 4:30 PM		8:00 AM	11:45 AM		12:45 PM	4:30 PM
Fri 9/23	8:00 AM - 4:30 PM		8:00 AM	11:45 AM		12:45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

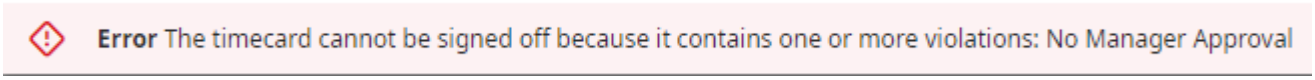
4. Select **Approve**. The timecard will adopt a light purple background as shown:



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



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

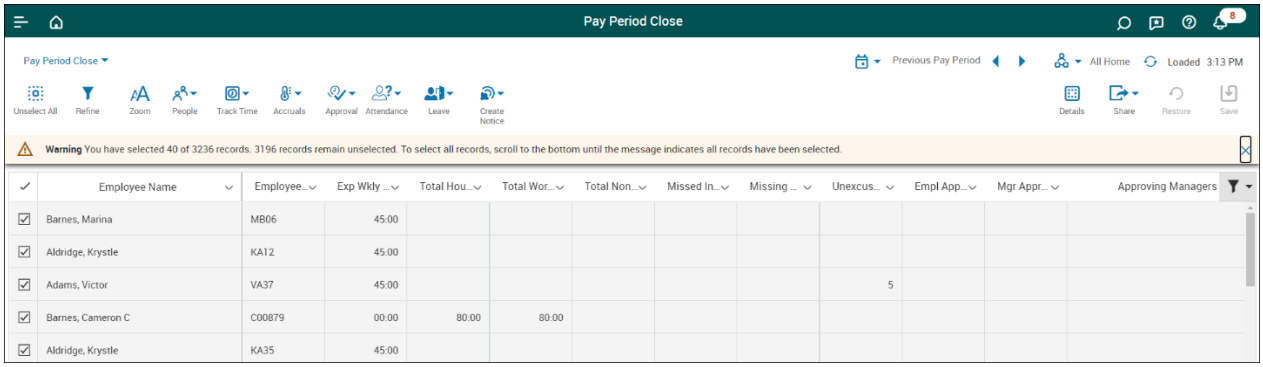
The background color of the timecard changes, depending on who has approved it:

- 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.



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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