

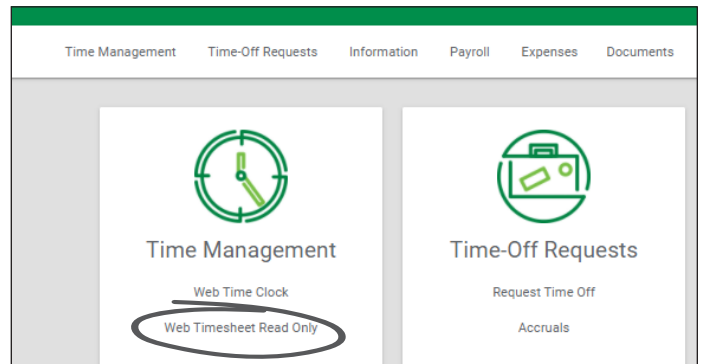
SHOW ME HOW

to Approve My Timecard Time and Attendance



STEP 1

From Employee Self-Service®, navigate to the Time Management tile and click "Web Timesheet Read Only."



STEP 2

Any missing punches will display with two question marks. Click "??," enter the punch change request details and click "Add Request."

				Weekly Totals	40.00	\$0.00	0.00		
Mon 10/21	08:00 AM	Corporate-G...	??						
Tue 10/22	08:00 AM	Corporate-G...	04:00 PM	8.00	8.00				
Wed 10/23	08:00 AM	Corporate-G...	04:00 PM	8.00	8.00				
Thu 10/24	08:00 AM	Corporate-G...	04:00 PM	8.00	8.00				
Fri 10/25	08:00 AM	Corporate-G...	04:00 PM	8.00	8.00				



STEP 3

Once there are no missing punches, click "Approve Timecard" to approve the entire timecard or "Approve Specific Days" to approve day by day.

The screenshot shows a 'Request New Punch' form with the following fields: Date (08/12/2021), OUT DAY (dropdown), Punch Time (5:00 PM), Department (Finance [500]), Location (Kansas City [602]), and Job (Director [8402]). There is a 'Reason for Punch Change Request' field. At the bottom right, there are two buttons: 'CANCEL' and 'ADD REQUEST', with 'ADD REQUEST' circled in red.

Your manager must approve your punch change requests before you can approve your timecard.

The screenshot shows a summary table with the following data:

Fri 10/25	08:00 AM	Corporate-G...	04:00 PM	8.00	8.00				
Sat 10/26									
Sun 10/27									
				Weekly Totals	32.00	\$0.00	0.00		

Below the table, there are three buttons: 'Approve Timecard' (circled in red), 'Approve Timecard' (not circled), and 'Approve Specific Days' (circled in red).

EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.



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STEP 4

If approving individual days, check the box next to each desired day and click "Approve."

Select Days to Approve

Search

- Monday (08/02)
- Tuesday (08/03)
- Wednesday (08/04)
- Thursday (08/05)
- Friday (08/06)
- Saturday (08/07)
- Sunday (08/08)

Show Selected Only

Select All

CANCEL APPROVE



STEP 5

Approved days will appear in yellow on the timecard.

Geolocation services enabled on 10/04/2019 12:58:31

Geolocation: On

Date	Pay Code	IN	Allocation	OUT	IN	Allocation	OUT	Hours	Total Hours	Dollars	Units	Exceptions	Comments	Missing Punch	Delete
Mon 10/14		08:00 AM	Corporate-G...	12:00 PM	01:00 PM	Corporate-G...	05:00 PM	8.00	8.00						
Tue 10/15		08:00 AM	Corporate-G...	12:00 PM	01:00 PM	Corporate-G...	05:00 PM	8.00	8.00						
Wed 10/16		08:00 AM	Corporate-G...	12:00 PM	01:00 PM	Corporate-G...	05:00 PM	8.00	8.00						
Thu 10/17		08:00 AM	Corporate-G...	12:00 PM	01:00 PM	Corporate-G...	05:00 PM	8.00	8.00						
Fri 10/18		08:00 AM	Corporate-G...	12:00 PM	01:00 PM	Corporate-G...	05:00 PM	8.00	8.00						
Sat 10/19															
Sun 10/20															
Weekly Totals								40.00		\$0.00	0.00				
Mon 10/21		08:00 AM	Corporate-G...	04:00 PM				8.00	8.00						
Tue 10/22		08:00 AM	Corporate-G...	04:00 PM				8.00	8.00						
Wed 10/23		08:00 AM	Corporate-G...	04:00 PM				8.00	8.00						
Thu 10/24		08:00 AM	Corporate-G...	04:00 PM				8.00	8.00						
Fri 10/25		08:00 AM	Corporate-G...	04:00 PM				8.00	8.00						
Sat 10/26															
Sun 10/27															
Weekly Totals								40.00		\$0.00	0.00				



STEP 6

An overview of approvals is available under the Approvals tab at the bottom of the screen.

Totals Approvals

Pay Period Approvals

Show 10 1-10 of 14

<input type="checkbox"/>	Approved Dates	Approved By	Approved Time	Approval Type	Delete
<input type="checkbox"/>	08/02/2021	0542SA001	08/06/2021 11:11:50	Employee	
<input type="checkbox"/>	08/03/2021	0542SA001	08/06/2021 11:11:50	Employee	