Approving the Timecard

Approving your timecard ‘submits’ your time card for manager approval. Approval lets a manager know that the timecard is accurate, complete and ready to be sent to payroll for processing.

Approval can be removed if a manager has not submitted the timecards to payroll.

In your time card, Click on ‘Approvals’ then ‘Approve’

Helpful information:

- You can only approve in the current pay period.
- It is your responsibility to approve your time card each month. The payroll department will communicate the payroll deadlines for monthly employees.