Approving Time Cards

As an approver, it is your responsibility to approve your employee’s time cards at the end of each pay period. After you approve your employee’s time cards, they will be sent directly to payroll.

1) Under MY QUICKNAVS click Pay Period Close from the navigation bar.

2) A list of your employees should appear. If not, go to Show – and select All Home from the drop down menu.
Please Note:
- Under the column **Employee Approval**, you can see which employees have approved their own time cards.
- Under the **Missed Punch** column, you can see which employees have a Missed Punch.

_In the example below, both the employee and approver have approved this time card._

3) To approve a time card(s) and submit it to payroll, highlight the employee or employees that you want to approve. _You can approve more than one employee at a time by highlighting the names._

4) Once you have highlighted the employees that you want to approve their time card, select Approvals + Approve.

5) **Refresh** the screen to see that all employees have been approved.

Keep in mind:
- Remember: Employees need to approve their own time cards. Supervisors with employees, who use a time clock or the Timestamp, will approve their employee’s time cards; however, these employees can still review their time for accuracy.

- Once you approve your employee’s time, it will be submitted to payroll and the employee’s time card is locked. You will want to review your employee’s time weekly or daily.

- If an employee has a missed punch, the employee will not be paid for the entire pay period. Make sure you reconcile any missed punches or unexcused absences.

- If you are away from the office and unable to approve time cards, you can set up a proxy delegation. See instructions for Proxy Delegation.