

Approve Employee Timecards

Provides step-by-step instructions on how to approve your employees' timecards at the end of the pay period.

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Employee Timecard Approval





Employee timecards are approved at the end of the pay period for payroll processing.

Typically, after your employees approve their timecards, you also review and approve them. Depending on your access, you may also be able remove your approval to edit employee timecards or even edit them without removing your approval.

Before payroll processing begins, a sign-off is applied to the timecard (typically by a Payroll Manager). You cannot remove the approval after the timecard is signed off unless the signoff is removed first.

Timecard Approval Status Visual Cues

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

Background Color	Description
	Approved by employee but not by manager.
	Approved by manager but not employee.
	Approved by both employee and manager.
	Timecard has been signed off.

Approve a Single Employee Timecard

You can use the system to approve a single timecard:

Navigation: [Main Menu](#) > [Time](#) > [Employee Summary](#)

1. Select employees and then select **Open Selected**.

2. Select the appropriate timeframe.
 3. Ensure timecard accuracy including information on the **Totals** add-on.
 4. Select **Approve**.
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Approve Multiple Employee Timecards

You can approve multiple employee timecards at one time.

Navigation: Main Menu > Time > Timecards

1. Select the appropriate timeframe and search criteria that you wish to approve.
 2. Select checkboxes next to employee names. To select all employees, check **Select All**.
 3. If you have more than 40 employees, scroll down to the bottom to ensure that you selected all employees before submitting approval.
 4. Select **Approve**.
 5. Select **Yes**.
Depending on your dataview, you may want to refresh your view to confirm your approval. Navigate to **Main Menu** and select **Dataviews & Reports** and then **Group Edit Results**. Expand, complete, and confirm your approval.
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