Show Me How
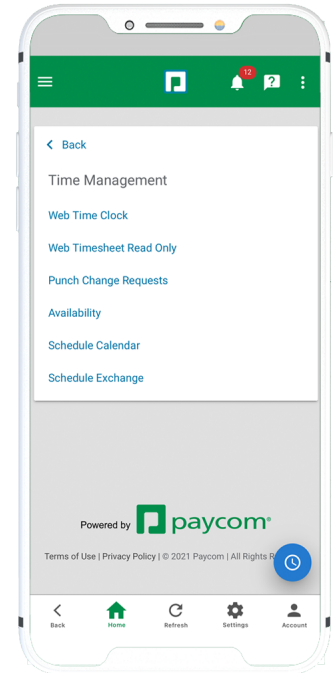## to Approve My Timecard

TIME AND ATTENDANCE
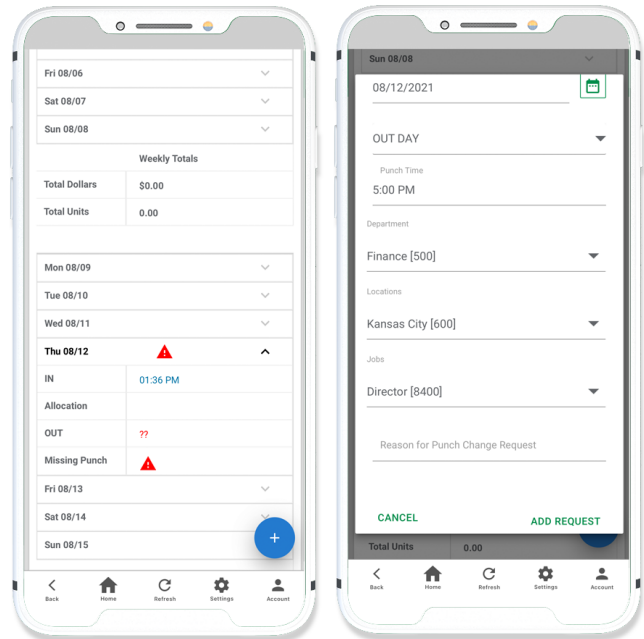
In Employee Self-Service®, navigate to Time Management > Web Timesheet Read Only.

Any missing punches display with two question marks. Tap "??" and enter the missing punch.

EMPLOYEES

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

4-25-22
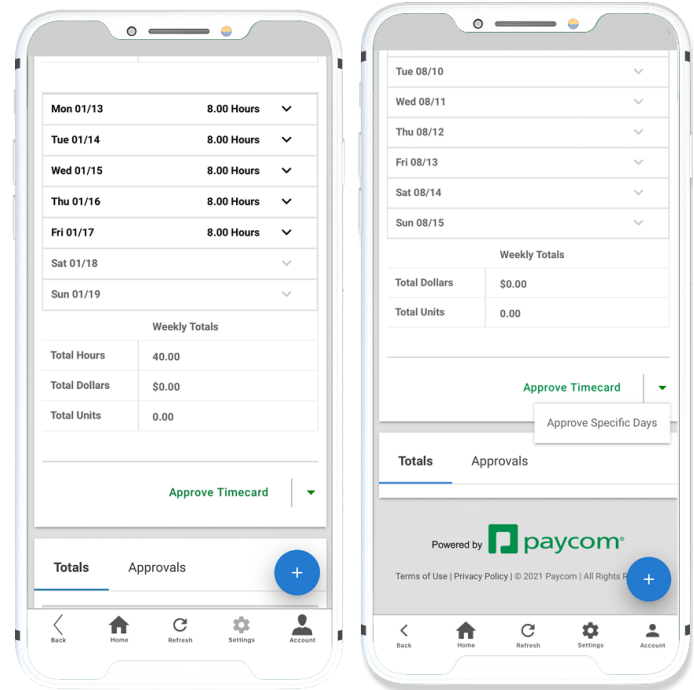
Show Me How
to Approve My Timecard
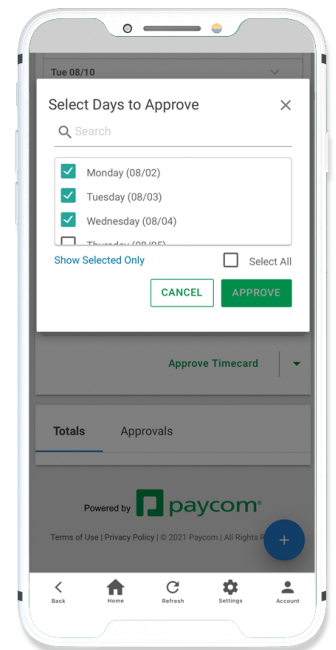
TIME AND ATTENDANCE

Once there are no missing punches, tap "Approve Timecard" to approve the entire timecard or tap "Approve Specific Days" from the drop-down menu to approve only certain days.

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

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

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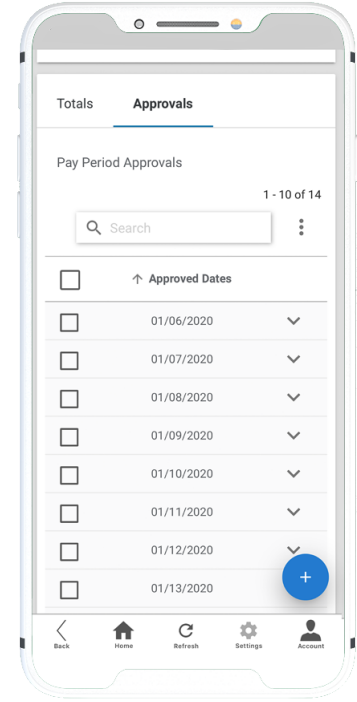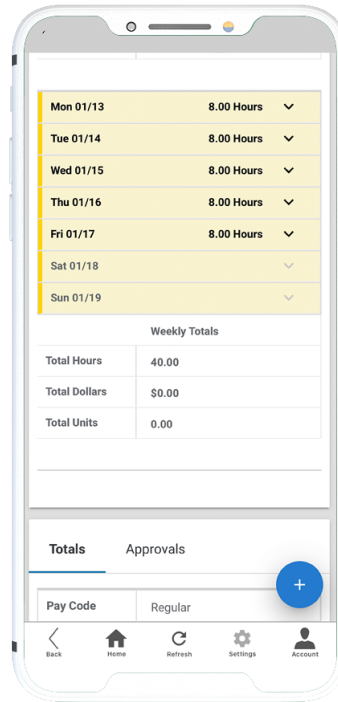Visit the Help Menu for the most up-to-date version of this guide.

4-25-22

Show Me How
to Approve My Timecard

TIME AND ATTENDANCE

Approved days appear in yellow on the timecard.

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

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