

APPROVE and EDIT TIMECARDS-SUPERVISOR TRAINING

Approving timecards

My Team – Time and Attendance – Timecard Exceptions

If you want to approve all the timecards at once – click on the total

The screenshot displays the 'Timecard Exceptions' page for Judith Klein. It includes a navigation menu, a search bar, and a table of exceptions. The table has three columns: 'Employees (2)', 'Total Exceptions', and 'Supervisor Approval Required'. The total number of exceptions is 18, which is circled in red. A blue arrow points from the text above to this total.

Employees (2)	Total Exceptions	Supervisor Approval Required
Gilbert, Mary HLJ015094 - Accountant	6	6
Williams, Corine HL8014837 - Assistant Controller	12	12
Totals	18	18

If you want to approve them all – click the **Approve** button at the top

If you want to see the individual timecards click on the **employee name**

Timecard Exceptions

<all employees> Manage My Lists Search Options

Current Pay Period

Timecard Exceptions Totals Summary

18 Supervisor Approval Required

View Schedule for All

Employees (2)	Approve	Date	In	Out	Pay Code	Hours	Department
Gilbert, Mary <input type="checkbox"/> View Schedule	<input type="checkbox"/>	Tue 11/18				6.00	620500
	<input type="checkbox"/>	Thu 11/20				7.00	620500
	<input type="checkbox"/>	Fri 11/21				7.00	620500
	<input type="checkbox"/>	Tue 11/25				6.00	620500
	<input type="checkbox"/>	Thu 11/27			HOLIDAY	7.00	620500
	<input type="checkbox"/>	Fri 11/28			HOLIDAY	7.00	620500
Williams, Corine <input type="checkbox"/> View Schedule	<input type="checkbox"/>	Mon 11/03				8.00	620500
	<input type="checkbox"/>	Tue 11/04				8.00	620500
	<input type="checkbox"/>	Wed 11/05				8.00	620500
	<input type="checkbox"/>	Thu 11/06				9.00	620500
	<input type="checkbox"/>	Fri 11/07				10.00	620500
	<input type="checkbox"/>	Tue 11/11				8.00	620500
	<input type="checkbox"/>	Wed 11/12				8.00	620500
	<input type="checkbox"/>	Thu 11/13				8.00	620500
<input type="checkbox"/>	Fri 11/14				9.00	620500	

Save Refresh

You can approve the individual timecards here – you can also scroll through the timecards

2 of 5 Gilbert, Mary E
Tax ID: XXX-XX-XXXX
Position ID: 10015094

Job Title: ACCT - Accountant
Home Department: 620500 - Controller

Hire Date: 04/14/2014

Status: Active
ACA Information

Refresh

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Hide | Remove

Current Pay Period: 11/16/2014 - 11/29/2014 Find

Approve Timecard

Timecard	Totals	Schedule	Time Off Balances	
Week 1	Pay Code	Hours	Department	Daily Totals ▼
Sun 11/16		0.00	620500	0.00
Mon 11/17		0.00	620500	0.00
Tue 11/18		6.00	620500	6.00
Wed 11/19		0.00	620500	0.00
Thu 11/20		7.00	620500	7.00
Fri 11/21		7.00	620500	7.00
Sat 11/22		0.00	620500	0.00
Week 1 Totals				20.00
Week 2	Pay Code	Hours	Department	Daily Totals ▼
Sun 11/23		0.00	620500	0.00
Mon 11/24		0.00	620500	0.00
Tue 11/25		6.00	620500	6.00
Wed 11/26		0.00	620500	0.00
Thu 11/27	HOLIDAY	7.00	620500	7.00
Fri 11/28	HOLIDAY	7.00	620500	7.00
Sat 11/29		0.00	620500	0.00
Week 2 Totals				20.00

Totals summary on timecard exception tab

Totals Summary

<all employees> Manage My Lists Search Options

★ This feature has been recently enhanced. [Learn More!](#)

Current Pay Period

Timecard Exceptions		Totals Summary					
Supervisor Approval	Employee Approval	Employees	Total Hours	Regular	Vacation	Holiday	Salary Regular Hour
<input type="checkbox"/>		Babuch, Jazmine HU014662 - Work Study	0.00				
<input type="checkbox"/>		Belzince, Silvine HU015191 - Work Study	0.00				
<input type="checkbox"/>		Estime, Rebecca HU014948 - Work Study	0.00				
<input type="checkbox"/>		Fitzsimmons, Maureen HU000853	0.00				
<input type="checkbox"/>		Gavaghan, Valerie HU000860 - Mail Room Coordinator	0.00				
<input type="checkbox"/>		Gilbert, Mary HU015094 - Accountant	40.00	26.00		14.00	
<input type="checkbox"/>		Guinan, Cindy HU011947 - Financial Data Specialist	35.00	32.00	3.00		
<input type="checkbox"/>		Hesson, Alexandra HU015020 - Work Study	0.00				
<input type="checkbox"/>		Kaelin, Joseph HU015192 - Work Study	0.00				
<input type="checkbox"/>		Krasnopolski, Mary HU011197 - Payroll Representative	0.00				
<input type="checkbox"/>		Leithead, Jenna HU014567 - Summer Clerk	0.00				
<input type="checkbox"/>		Lobley, Sara HU014716 - Work Study	0.00				
<input type="checkbox"/>		Mangold, Eileen	0.00				
		Totals for 21 Employees	213.00	90.00	11.00	14.00	98.00

Save Refresh

EDIT AN INDIVIDUAL TIMECARD

My Team – Time and Attendance – Group Timecard

To access an individual timecard – click the little timecard next to employee name

The screenshot shows the 'Group Timecard' interface. At the top, there is a navigation bar with 'Home', 'Resources', 'Myself', 'My Team', 'People', 'Process', 'Reports', and 'Setup'. A user greeting 'Welcome, Judith Klein' is visible on the left, and 'Preferences', 'Support', and 'Log' are on the right. Below the navigation bar, there is a search area with a dropdown menu set to '<all employees>', 'Manage My Lists', and 'Search Options'. The main area displays a table of employees for the pay date '11/24/2014'. The table has columns for 'Select', 'Supervisor Approval', 'Position ID', 'Name', 'Date In', 'Time In', 'Out Time', 'Hours', 'Out Type', and 'Pay Code'. Each row represents an employee, and a small timecard icon is visible in the 'Pay Code' column for each. The employee 'Stanton, C' is highlighted with a red circle around the timecard icon. At the bottom of the table, there are buttons for 'Save', 'Insert', 'Copy', 'Paste', 'Clear', and 'Delete'.

Select	Supervisor Approval	Position ID	Name	Date In	Time In	Out Time	Hours	Out Type	Pay Code
<input type="checkbox"/>	<input type="checkbox"/>	HLJ014681	Babuch, J	11/24/2014					
<input type="checkbox"/>	<input type="checkbox"/>	HLJ015191	Beizince, S	11/24/2014					
<input type="checkbox"/>	<input type="checkbox"/>	HLJ014948	Estime, R	11/24/2014					
<input type="checkbox"/>	<input type="checkbox"/>	HLJ000853	Fitzsimmons, M	11/24/2014	10:00 AM	04:00 PM			
<input type="checkbox"/>	<input type="checkbox"/>	HLJ000860	Cavaghan, V	11/24/2014	09:30 AM	05:30 PM			
<input type="checkbox"/>	<input type="checkbox"/>	HLJ015094	Gilbert, M	11/24/2014					
<input type="checkbox"/>	<input type="checkbox"/>	HLJ011947	Cuinan, C	11/24/2014	09:00 AM	05:00 PM			
<input type="checkbox"/>	<input type="checkbox"/>	HLJ015020	Hesson, A	11/24/2014					
<input type="checkbox"/>	<input type="checkbox"/>	HLJ015192	Kaelin, J	11/24/2014					
<input type="checkbox"/>	<input type="checkbox"/>	HLJ011197	Krasnopolski, M	11/24/2014	08:00 AM	04:00 PM			
<input type="checkbox"/>	<input type="checkbox"/>	HLJ014567	Leithhead, J	11/24/2014					
<input type="checkbox"/>	<input type="checkbox"/>	HLJ014716	Lobley, S	11/24/2014					
<input type="checkbox"/>	<input type="checkbox"/>	HLJ010712	Mangold, E	11/24/2014	08:00 AM	04:00 PM			
<input type="checkbox"/>	<input type="checkbox"/>	HLJ015175	McCarty, K	11/24/2014					
<input type="checkbox"/>	<input type="checkbox"/>	HLJ015193	McCleery, M	11/24/2014					
<input type="checkbox"/>	<input type="checkbox"/>	HLJ015176	Mertz, S	11/24/2014					
<input type="checkbox"/>	<input type="checkbox"/>	HLJ014062	Miller, M	11/24/2014	09:00 AM	02:00 PM			
<input type="checkbox"/>	<input type="checkbox"/>	HLB011577	Mucci, L	11/24/2014					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	HLJ014786	Ruder, D	11/24/2014	08:00 AM	04:00 PM	8.00		
<input type="checkbox"/>	<input type="checkbox"/>	HLJ015042	Stanton, C	11/24/2014	08:00 AM	04:00 PM			
<input type="checkbox"/>	<input type="checkbox"/>	HLB014837	Williams, S	11/24/2014					

From the individual timecard, you can edit the hours, add or change the PayCode, add rows or add notes to the timecard. You can also approve the timecard from this screen

Individual Timecard

5 of 5 Williams, Corine

Tax ID: XXX-XX-XXXX Job Title: ASCON - Assistant Controller Hire Date: 04/29/2013 Status: Active

Position ID: HL8014837 Home Department: 620500 - Controller ACA Information

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Current Pay Period: 11/1/2014 - 11/30/2014 Find Approve Timecard

Timecard		Totals	Schedule	Time Off Balances	
Week 1		Pay Code	Hours	Department	Daily Totals
Sa	11/01		0.00	620500	0.00
Week 1 Totals					0.00
Week 2		Pay Code	Hours	Department	Daily Totals
Sun	11/02		0.00	620500	0.00
Mon	11/03		8.00	620500	8.00
Tue	11/04		8.00	620500	8.00
Wed	11/05		8.00	620500	8.00
Thu	11/06		9.00	620500	9.00
Fri	11/07		10.00	620500	10.00
Sat	11/08		0.00	620500	0.00
Week 2 Totals					43.00
Week 3		Pay Code	Hours	Department	Daily Totals
Sun	11/09		0.00	620500	0.00
Mon	11/10	VACATION	8.00	620500	8.00
Tue	11/11		8.00	620500	8.00
Wed	11/12		8.00	620500	8.00
Thu	11/13		8.00	620500	8.00