


MANAGERS – REVIEWING AND APPROVING TIMECARDS

Objective To learn how to review and approve your timecards as a Manager

Purpose As a Manager, you have a responsibility to approve your employee's timecards. Before approving each employee timecards, review data for accuracy, and make adjustments as needed. The following outlines the suggested process to follow in reviewing and approving your employee timecards.

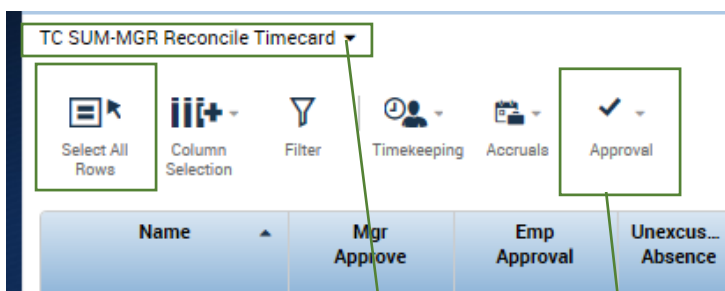
The Timecard Approval Wizard guides you through the items to review prior to approving timecards.

1 In the Manage My Department workspace;
Click **Timecard Approval** on the Related Items Pane.

2 Click  on the will bring up instructions/help on each step.

Follow the wizard prompts and instructions.
The final step provides an overall summary and approval.

3



To see additional details

