APPROVING TIMECARDS - EMPLOYEE

L M Ir	og in Aaxim n the	to myClc ize or sel Time Per Previc	ect My Time ect My Time iod field, ve	rd (Workfo ecard erify that yo e Period;	orce Centra	al)	racy, and n	nake adjus	tments as r	needed.						
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Ir	n the "	Time Per Curre Previc Curre	iod field, ve nt Schedul bus Schedul	erify that yo e Period;	ou are view		ize or select My Timecard									
		Previo	nt Pay Perio bus Pay Peri	e Period; od; iod;	(for end of	ing the rele	evant time week appro	period. Re oval)	commende	d choices in	clude:					
	Loaded: 9:59 AM Current Schedule Period 🔽															
	Approve Timecard	Dette	Colored In		0.1	Turnedar	Dur Code	•	01/6	Print Refresh Timecard	Calculate Save Totals					
	• ×	Sun 4/22	Schedule	in	Out	Transfer	Pay Code	Amount	Shirt	Daily	Period					
	+ ×	Mon 4/23	8:30AM-4:30PM	8:30AM	4:30PM				7:00	7:00	7:00					
	+ ×	Tue 4/24	8:30AM-4:30PM	8:30AM	4:30PM				7:00	7:00	14:00					
	+ ×	Thu 4/25	8:30AM-4:30PM	8:30AM	4:30PM				7:00	7:00	21:00					
	+ ×	Fri 4/27	8:30AM-4:30PM	8:30AM	4:30PM				7:00	7:00	35:00					
	• ×	Sat 4/28									35:00					
R	Review all timecard entries for accuracy. Once complete, select Approve Timecard → Approve Timecard (upper left of screen).															
V	/erify t	that your	timecard is	approved I	by reviewir	ng the Time	ecard is A	oproved n	otification.	10:01 AM Current Scher	tule Period					
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	Timecard															
	Timecard	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period					
		Date Sun 4/22 Mon 4/23	Schedule 8:30AM-4:30PM	In 8:30AM	Out 4:30PM	Transfer	Pay Code	Amount	Shift 7:00	Daily 7:00	Period 7:00					
		Date Sun 4/22 Mon 4/23 Tue 4/24	Schedule 8:30AM-4:30PM 8:30AM-4:30PM	In 8:30AM 8:30AM	Out 4:30PM 4:30PM	Transfer	Pay Code	Amount	Shift 7:00 7:00	Daily 7:00 7:00	Period 7:00 14:00					
		Date Sun 4/22 Mon 4/23 Tue 4/24 Wed 4/25	Schedule 8:30AM-4:30PM 8:30AM-4:30PM 8:30AM-4:30PM	In 8:30AM 8:30AM 8:30AM	Out 4:30PM 4:30PM 4:30PM	Transfer	Pay Code	Amount	Shift 7:00 7:00 7:00	Daily 7:00 7:00 7:00	Period 7:00 14:00 21:00					
		Date Sun 4/22 Mon 4/23 Tue 4/24 Wed 4/25 Thu 4/26	Schedule 8:30AM-4:30PM 8:30AM-4:30PM 8:30AM-4:30PM 8:30AM-4:30PM 9:30AM-4:30PM	In 8:30AM 8:30AM 8:30AM 8:30AM	Out 4:30PM 4:30PM 4:30PM 4:30PM	Transfer	Pay Code	Amount	Shift 7:00 7:00 7:00 7:00	Daily 7:00 7:00 7:00 7:00	Period 7:00 14:00 21:00 28:00					



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