

APPROVING TIMECARDS - EMPLOYEE



Objective To learn how to approve your timecard.

Purpose As an employee, you have a responsibility to approve your timecard **weekly**. Before approving your timecard, it is important to review the data for accuracy, and make adjustments as needed.

1 Log in to **myCloud Timecard** (Workforce Central)

2 Maximize or select **My Timecard**

In the **Time Period** field, verify that you are viewing the relevant time period. Recommended choices include:

- **Current Schedule Period;** *(for end of schedule week approval)*
- Previous Schedule Period;
- Current Pay Period;
- Previous Pay Period;

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Loaded: 9:59 AM Current Schedule Period

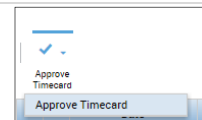
Approve Timecard

Print Timecard Refresh Calculate Totals Save

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ X	Sun 4/22									
+ X	Mon 4/23	8:30AM-4:30PM	8:30AM	4:30PM				7:00	7:00	7:00
+ X	Tue 4/24	8:30AM-4:30PM	8:30AM	4:30PM				7:00	7:00	14:00
+ X	Wed 4/25	8:30AM-4:30PM	8:30AM	4:30PM				7:00	7:00	21:00
+ X	Thu 4/26	8:30AM-4:30PM	8:30AM	4:30PM				7:00	7:00	28:00
+ X	Fri 4/27	8:30AM-4:30PM	8:30AM	4:30PM				7:00	7:00	35:00
+ X	Sat 4/28									35:00

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Review all timecard entries for accuracy. Once complete, select **Approve Timecard** → **Approve Timecard** (upper left of screen).



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Verify that your timecard is approved by reviewing the **Timecard is Approved** notification.

Loaded: 10:01 AM Current Schedule Period

Approve Timecard

Print Timecard Refresh Calculate Totals Save

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ X	Sun 4/22									
+ X	Mon 4/23	8:30AM-4:30PM	8:30AM	4:30PM				7:00	7:00	7:00
+ X	Tue 4/24	8:30AM-4:30PM	8:30AM	4:30PM				7:00	7:00	14:00
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* Be sure that you make all required edits to your time card before approving it. After you approve a timecard, you will not be able to make any further edits and should contact your manager.