

Approval/Sign Off of Timecards

Reconcile Timecard
Last Refreshed: 9:20

Show: All Home Edit

Time Period: Previous Pay Period Refresh

Actions
Punch
Amount
Pay from Schedule
Approvals

Approve |
 Remove Approval |
 Sign Off

Name ▲	Unexcused ...	Missed Punch	Early In	Late In	Early Out	Late Out	Unsched Ho...
ABBOTT, KIMB...	✓				✓		
ADAMS, MICHA...							
ADDISON-FUL...							

Approving a timecard is the first step in the Approval Process. This can be done by a supervisor with Manager 1 and Manager 2 authority. **Signing-off** is the final step. This is the equivalent of an actual signature. This can only be done with Manager 2 authority. Use the following procedures:

- On the Reconcile Timecard screen or directly in the employee’s timecard, **change the Time Period to Previous Pay Period and click Refresh.**
- If using the Reconcile Timecard overview, select one or more employees from the list.
- Select the Approvals tab.
- Click on Approve or Sign-off.
- Click Yes when asked if you are sure you want to approve or sign-off the timecard(s).
- To verify that the timecard was approved, open the timecard and click Refresh to view the Sign-offs & Approvals tab at the bottom of the screen.

Totals & Schedule		Accruals	Audits	Sign-offs & Approvals	
Action Taken	Date	Time	User	Start Date	End Date
Approval by Manager	7/02/2002	10:21	HQ_P657F16	6/14/2002	6/27/2002

- To view an audit of approved timecards, click on the Pay Period Close Genie and select Previous Pay Period. The following report will be displayed:

Name ▲	Employee Approval	Manager Approval	Signed Off	Missed Punch	Unexcused Absence	Expected PP Hours
ABBOTT, KIMB...		0			✓	0.0
ADAMS, MICHA...		0				