Manager Timecard Approval Guidebook

Contents

View Team Timecards

1. Select "My Team" on the homepage bar then select "Team Timecards" app.
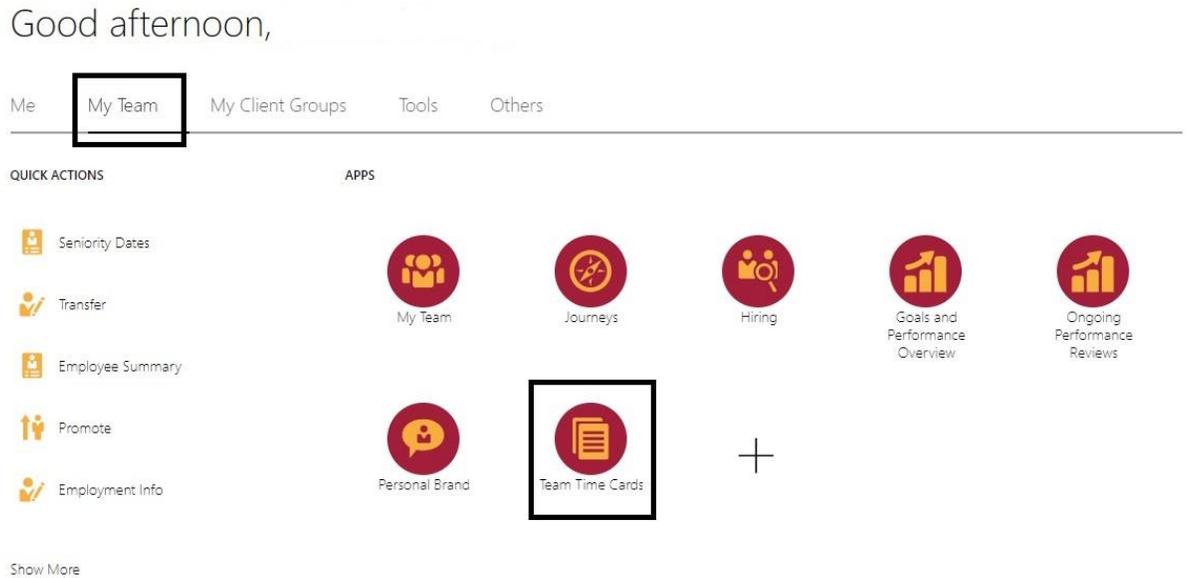
2. Click "Filters" to view timecards based on specific criteria. Timecards that are submitted during the previous 2 weeks and pending approval will be the default search criteria.
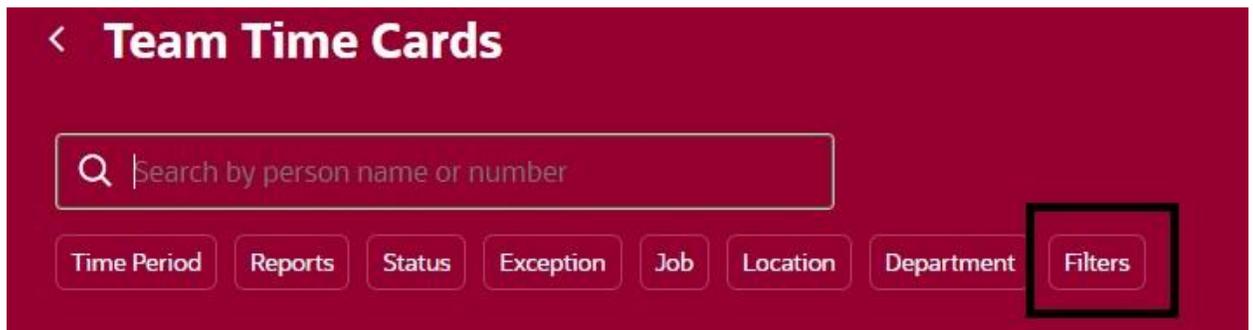
3. Under "Filters", choose Time Period as "Range(Specify)"
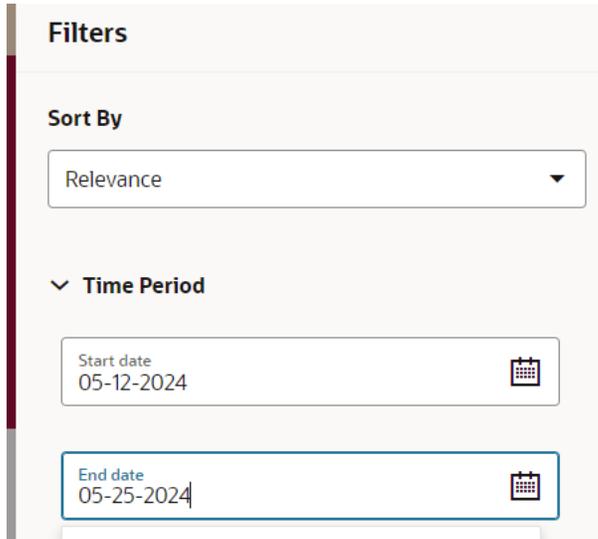
Filters

Sort By

Relevance ▼

∨ **Time Period**

Start date
05-12-2024 📅

End date
05-25-2024 📅

4. Provide Start date and End date and click "See Results".
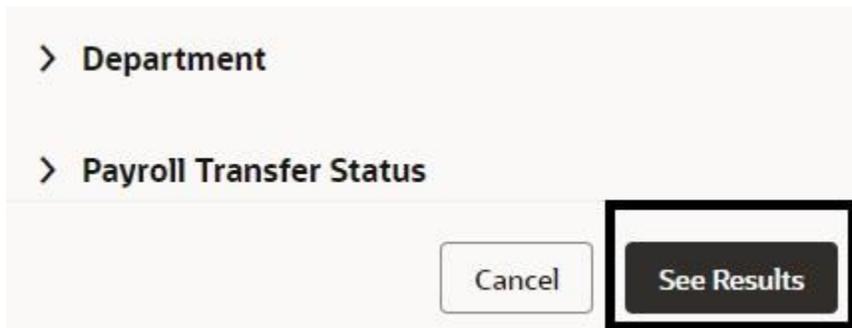
❯ **Department**

❯ **Payroll Transfer Status**

Cancel   **See Results**

5. Click on the date under "Period Start Date". This will take you to the employee timecard.

Approve Team Timecards

1. After Step 5 in "View Team Timecards", if you approve of the timecard, select "Approve". OR

2. Click on the Bell icon in the top right corner.
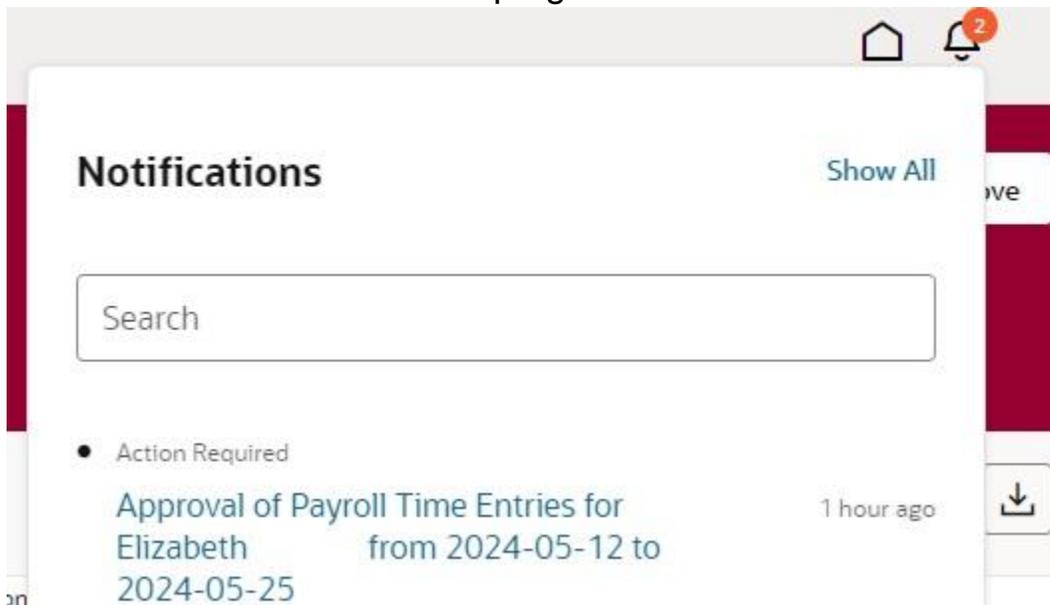
3. Check if there are any pending notifications to be approved. If yes, click "Approve or Reject" button on the notification. The hyperlink can be clicked to see the hours submitted in detail.

Create Timecard for Employee

1. Select "My Team" on the homepage bar then select "Show More".

Good afternoon,

Me   My Team   My Client Groups   Tools   Others

QUICK ACTIONS   APPS

Seniority Dates

Transfer   My Team   Journeys   Hiring   Goals and   Ongoing
                                                             Performance   Performance
Employee Summary   Overview   Reviews

Promote

Employment Info   Personal Brand   Team Time Cards   +

Show More
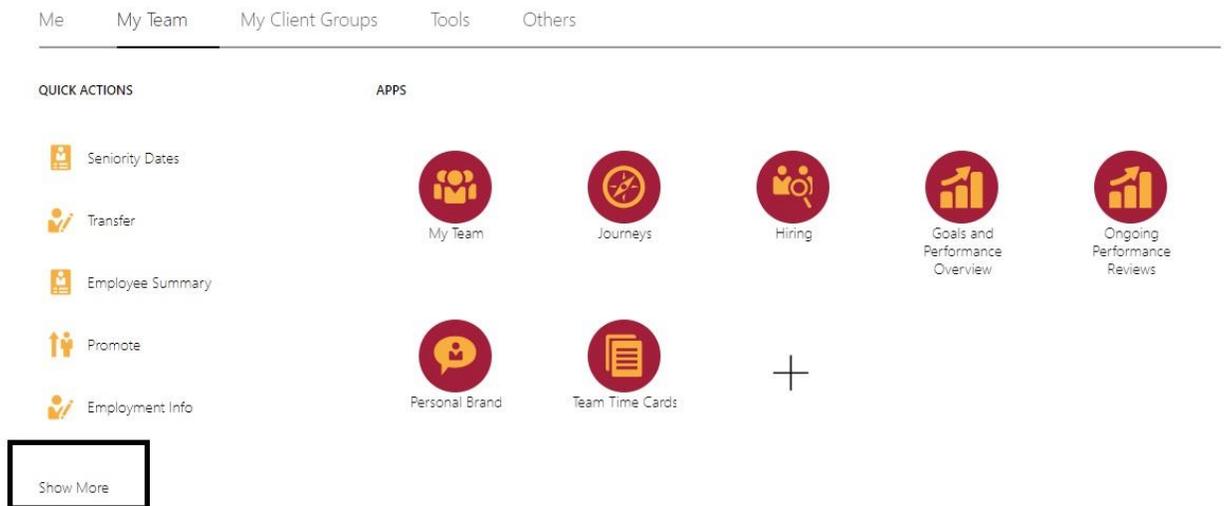
2. Scroll down to "Time" and Click on the "Add Other Timecard" button.

Time

Add Current Time Card   Add Other Time Card   Team Schedule   Team Time Cards

3. Select Employee, enter Time Period then click "Add".

Elizabeth
Assistant   Cancel   Add

Time card period

Date   Period
04-28-2024   04-28-2024 - 05-11-2024

4. Provide mandatory details such as "Job Assignment", "Hours Type", "Dates", "Quantity" and click OK. Hours Type will not list if there is no Job Assignment selected.

5. Click "Save", then "Actions" and "Submit"