Manager Timecard Approval Guidebook

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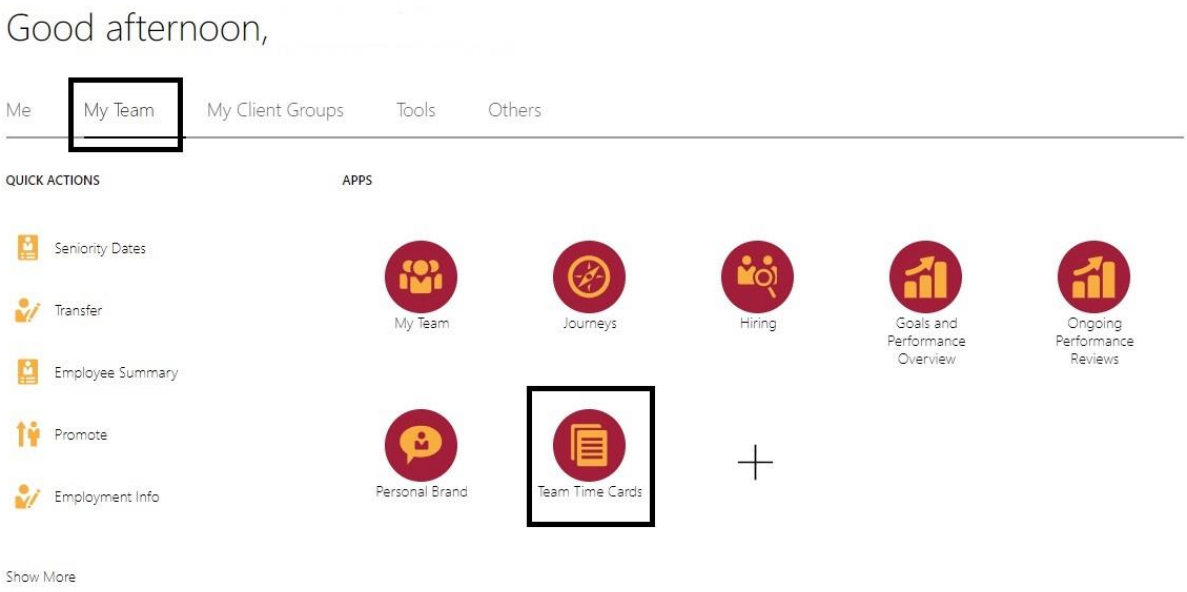
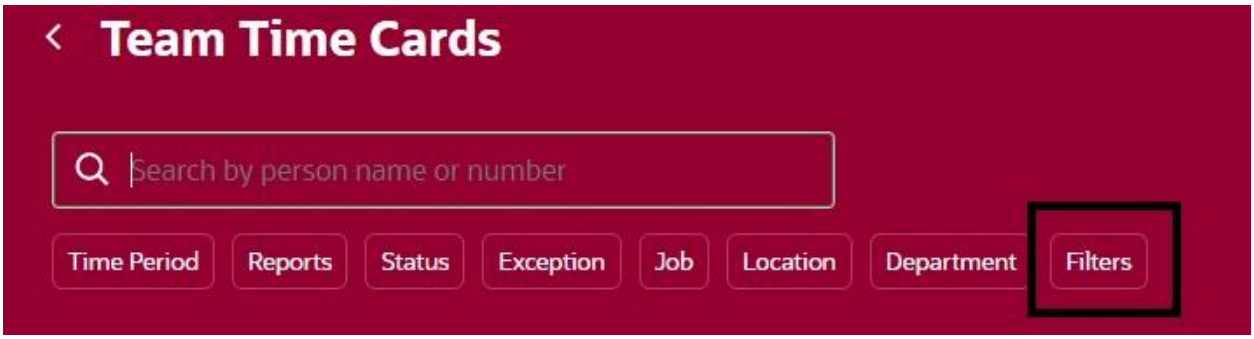
View Team Timecards

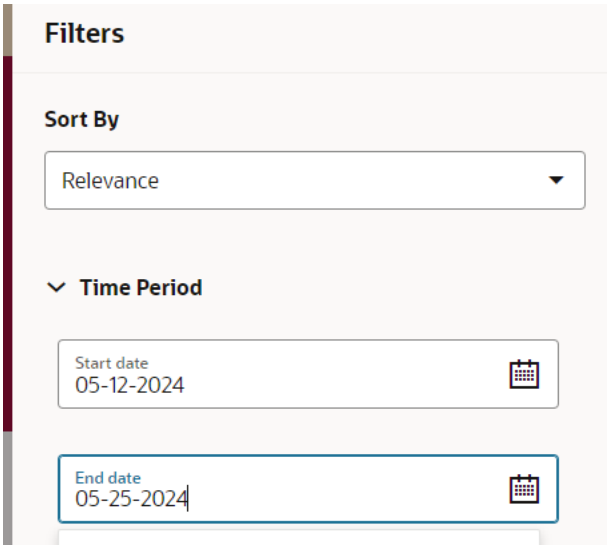
1. Select “My Team” on the homepage bar then select “Team Timecards” app.



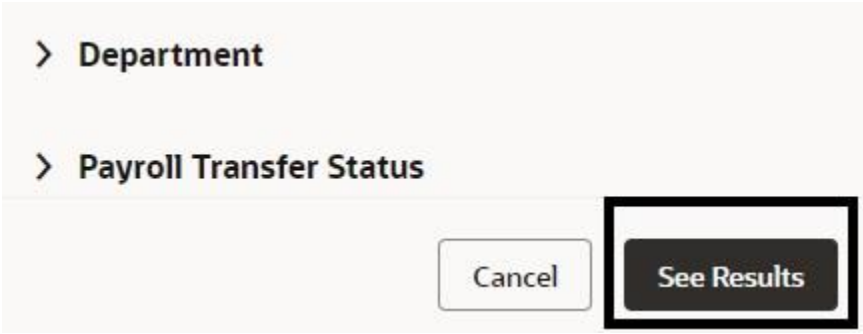
2. Click “Filters” to view timecards based on specific criteria. Timecards that are submitted during the previous 2 weeks and pending approval will be the default search criteria.



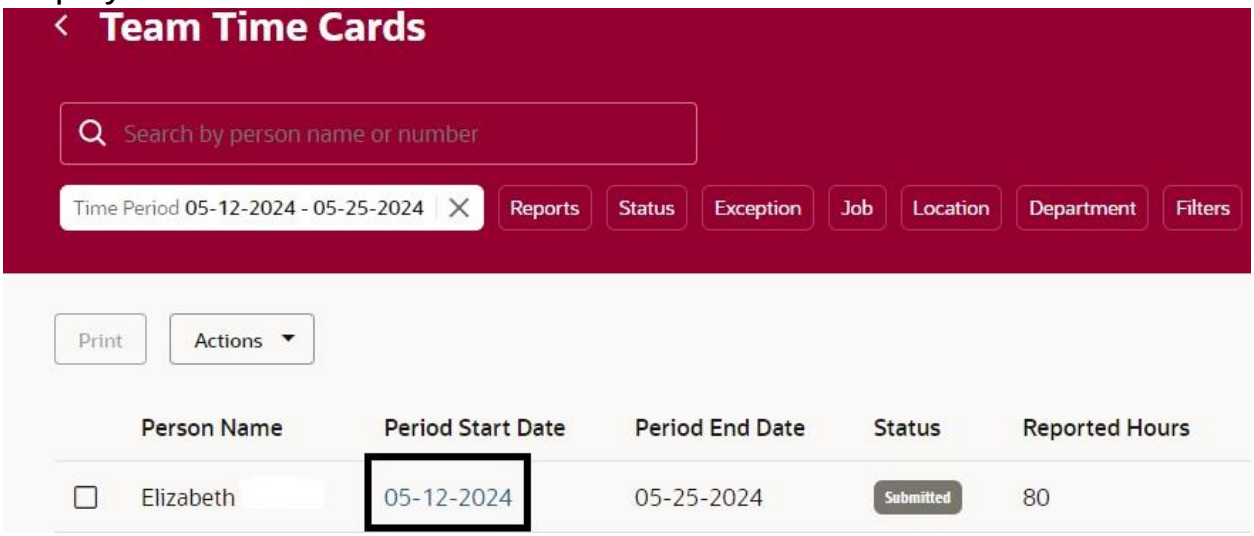
3. Under “Filters”, choose Time Period as “Range(Specify)”



4. Provide Start date and End date and click “See Results”.

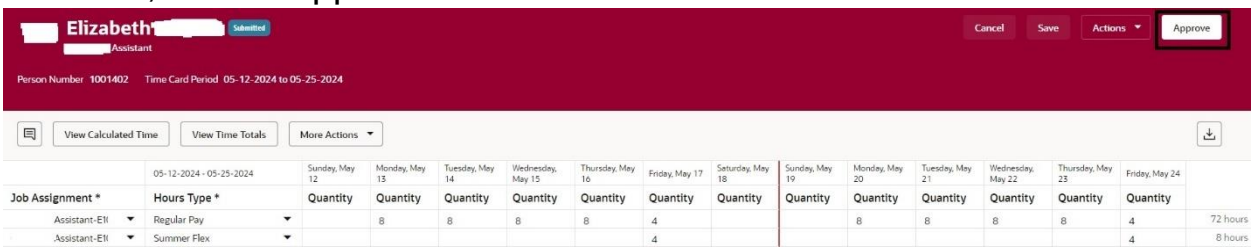


5. Click on the date under “Period Start Date”. This will take you to the employee timecard.

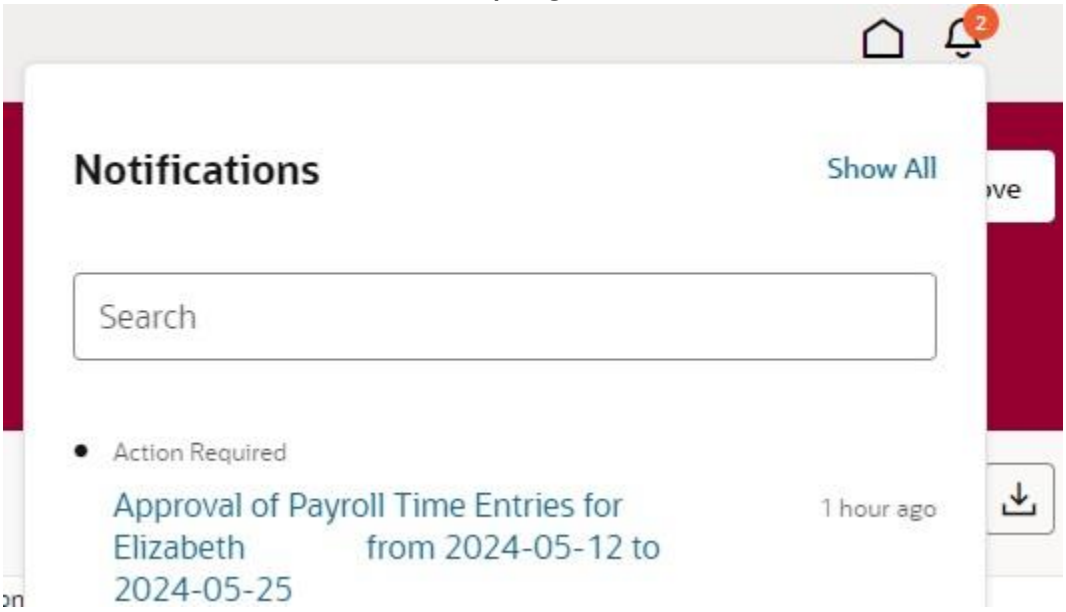


Approve Team Timecards

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



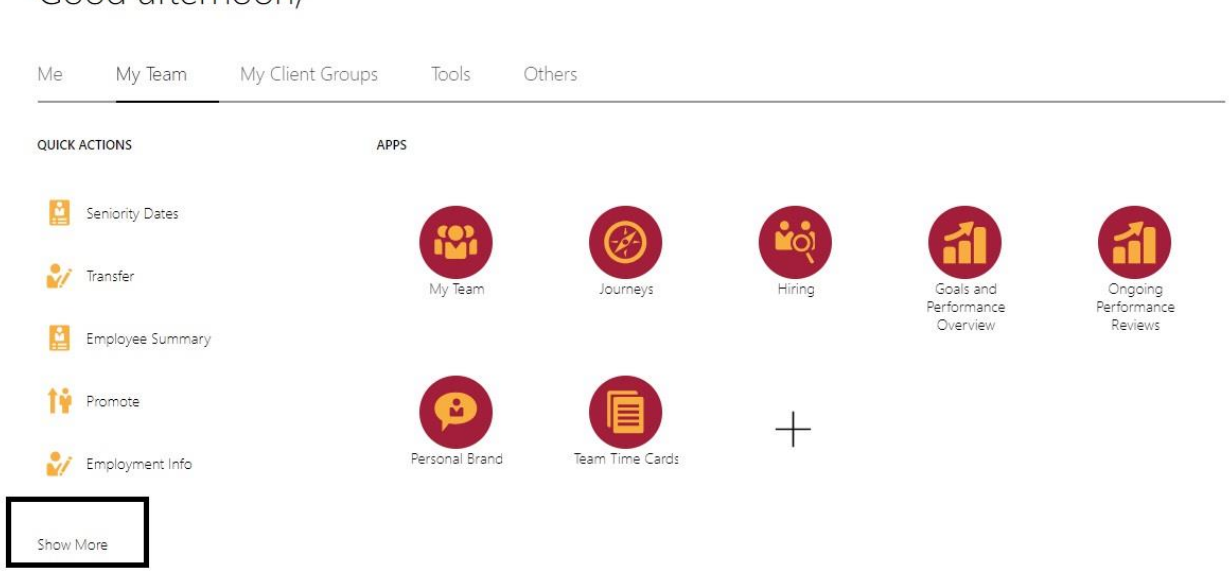
2. Click on the Bell icon in the top right corner.



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.

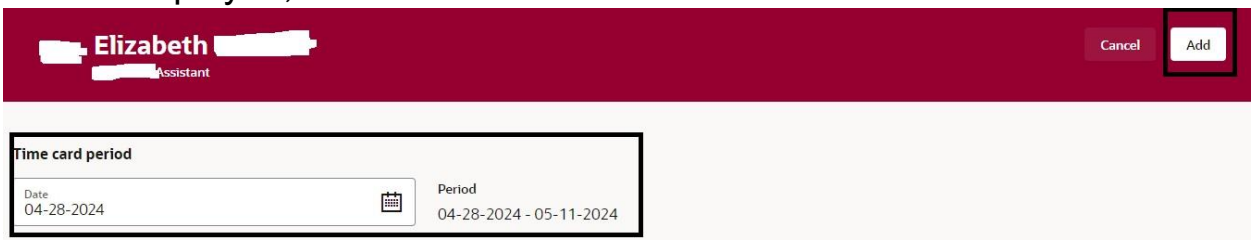
Create Timecard for Employee

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

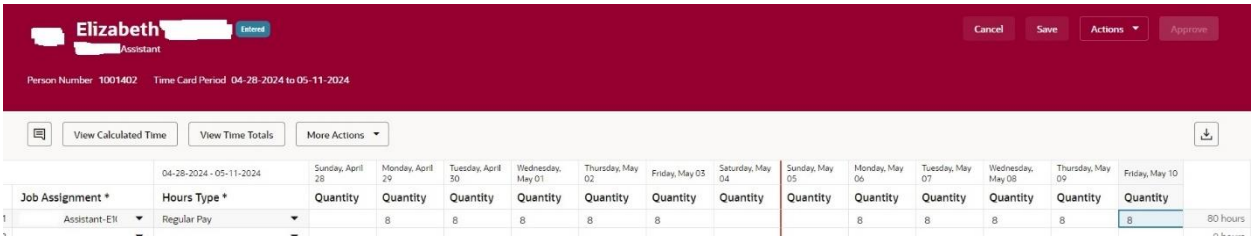
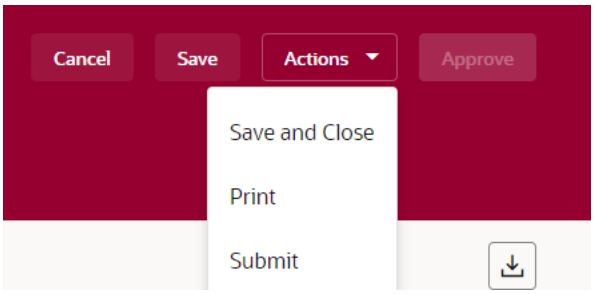


2. Scroll down to “Time” and Click on the “Add Other Timecard” button.

3. Select Employee, enter Time Period then click “Add”.



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”