

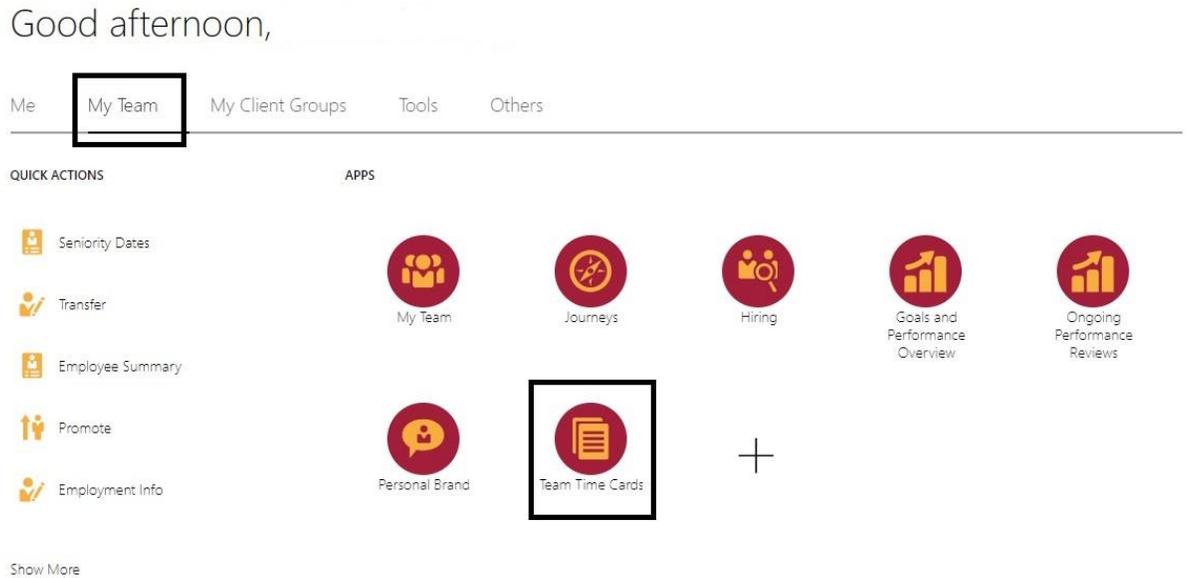
Manager Timecard Approval Guidebook

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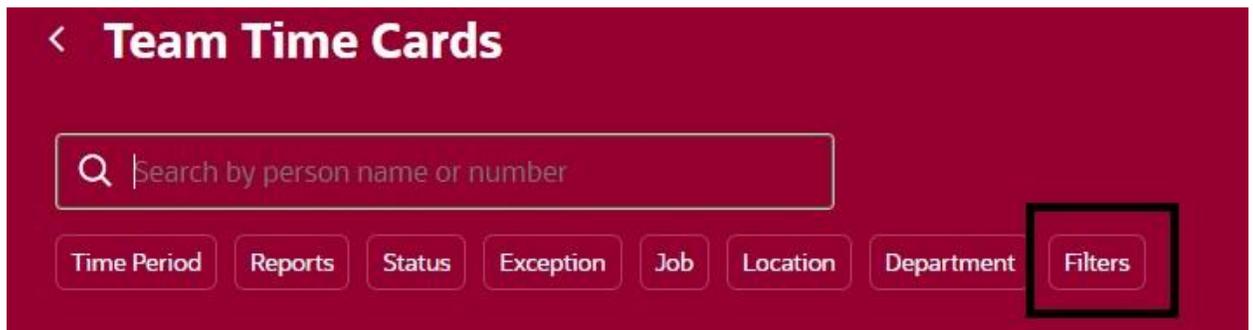
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View Team Timecards

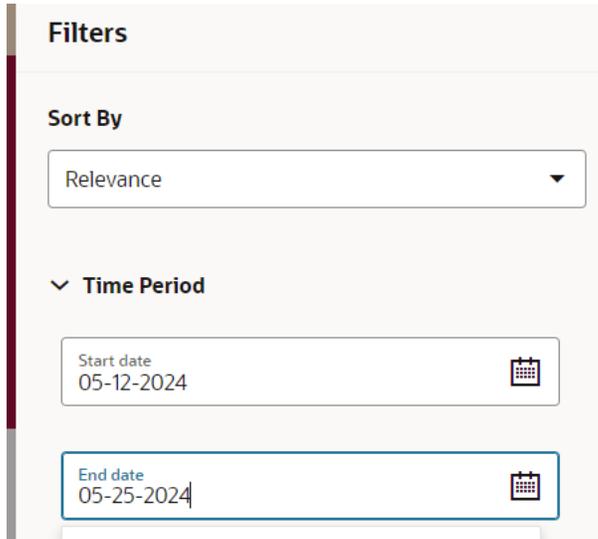
1. Select “My Team” on the homepage bar then select “Team Timecards” app.



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)”



Filters

Sort By

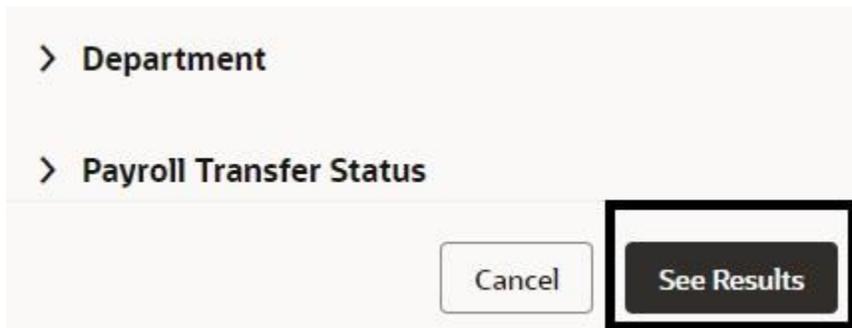
Relevance

▼ **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

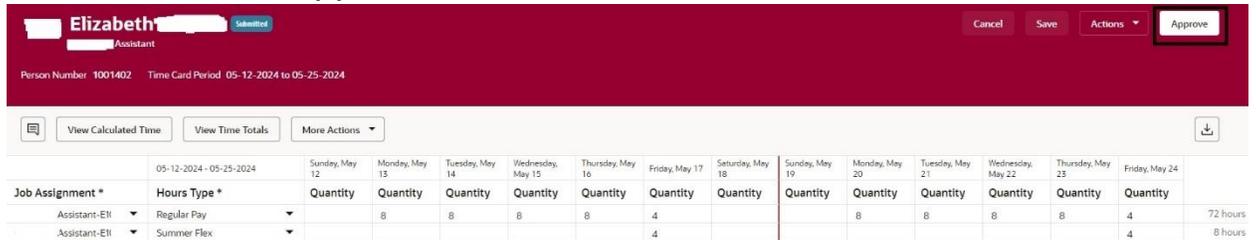
5. Click on the date under "Period Start Date". This will take you to the employee timecard.

The screenshot shows the 'Team Time Cards' interface. At the top, there is a search bar with the placeholder text 'Search by person name or number'. Below the search bar, there is a time period filter set to '05-12-2024 - 05-25-2024' and several filter buttons: 'Reports', 'Status', 'Exception', 'Job', 'Location', 'Department', and 'Filters'. Below the filters, there are 'Print' and 'Actions' buttons. The main content is a table with the following columns: 'Person Name', 'Period Start Date', 'Period End Date', 'Status', and 'Reported Hours'. The table contains one row for 'Elizabeth' with a 'Submitted' status and '80' reported hours. The 'Period Start Date' '05-12-2024' is highlighted with a black box.

Person Name	Period Start Date	Period End Date	Status	Reported Hours
<input type="checkbox"/> Elizabeth	05-12-2024	05-25-2024	Submitted	80

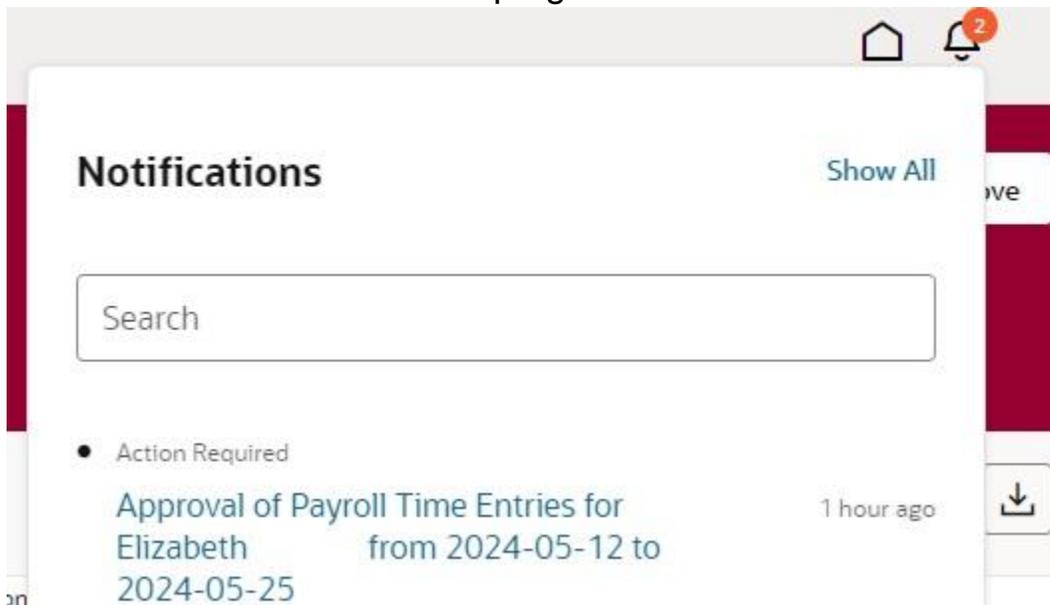
Approve Team Timecards

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



Job Assignment *	Hours Type *	Sunday, May 12	Monday, May 13	Tuesday, May 14	Wednesday, May 15	Thursday, May 16	Friday, May 17	Saturday, May 18	Sunday, May 19	Monday, May 20	Tuesday, May 21	Wednesday, May 22	Thursday, May 23	Friday, May 24	
Assistant-El	Regular Pay	8	8	8	8	8	4			8	8	8	8	4	72 hours
Assistant-El	Summer Flex						4							4	8 hours

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

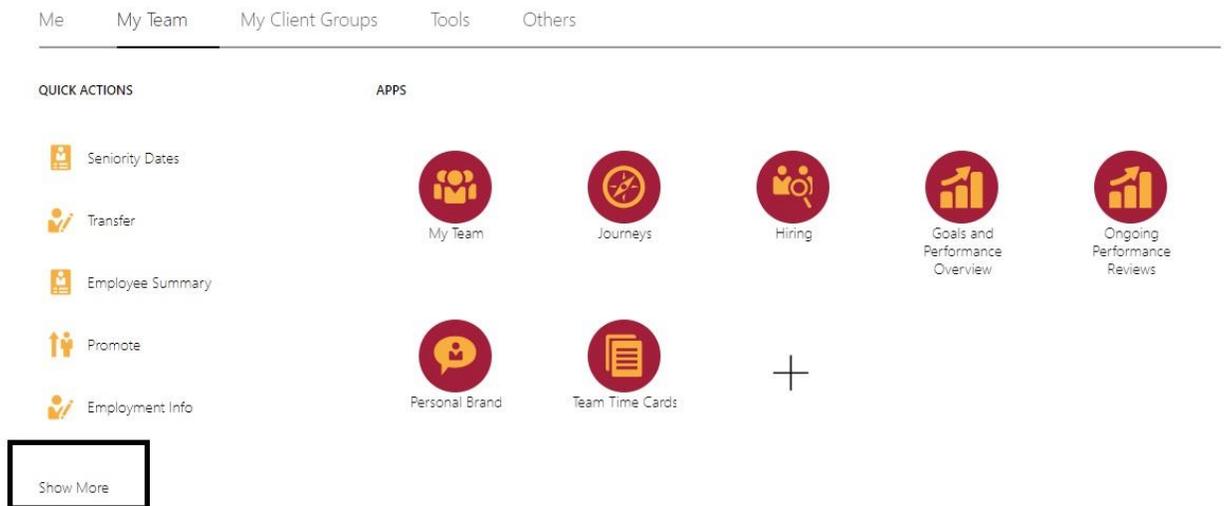


3. Check if there are any pending notifications to be approved. If yes, click “Approve or Reject” button on the notification. The hyperlink can be clicked to see the hours submitted in detail.

Create Timecard for Employee

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

Good afternoon,



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



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



- 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.

	04-28-2024 - 05-11-2024	Sunday, April 28	Monday, April 29	Tuesday, April 30	Wednesday, May 01	Thursday, May 02	Friday, May 03	Saturday, May 04	Sunday, May 05	Monday, May 06	Tuesday, May 07	Wednesday, May 08	Thursday, May 09	Friday, May 10	
Job Assignment *	Hours Type *	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	Quantity	
1 Assistant-El	Regular Pay		8	8	8	8	8			8	8	8	8	8	80 hours

- Click “Save”, then “Actions” and “Submit”

