Approving your timecard on a biometric device

If you are a non-exempt employee who has registered on a biometric device in order to log your time, you can also use the device to approve your timecard each week.

1. At the biometric device where you are registered, press the Approve Timecard button.

2. Enter your employee ID and validate with your fingerprint, just as you do when logging time.

3. On the Select Time Period screen, choose Previous Pay Period. This is always the first, default option.
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4. Review timecard before approving.
   - The biometric device does not display individual punches, but will display the total hours worked for each day in the pay period.
   - If there are any exceptions on the timecard (early/late punch, long break), the view will also display an exclamation point.

5. If totals are correct, click on “Approve.” A popup window confirms that your timecard for the previous pay period has now been approved.