Removing timecard approval

1. Open the timecard.
2. If necessary, use the **Context Selector** and **Select Dates** commands in the upper-right corner to navigate to the correct week.

3. Click on the **Approve Timecard** command and select **Remove Timecard Approval** from the dropdown menu.

4. The timecard now can be edited as necessary. If appropriate, once you’ve made changes, re-approve the timecard.