Timecard approval – exempt employees

Exempt employees should review and approve their timecards for the previous week on the first work day of the following week.

1. Select the correct week using the context selector or date range command in the upper-right corner of the screen.
2. Open the Totals tab by clicking on the **Show or Hide More Content** command near the bottom of the timecard.

3. Review your timecard for accuracy, paying special attention to the following items:
   - If you took any leave, is it recorded properly?
     - If no: create and submit the appropriate leave request and contact your supervisor to approve
   - Look at the Totals tab to make sure your time and leave are represented correctly.
     - Regular time worked
     - Leave usage (if applicable)
4. Once you have confirmed that all time/leave is recorded accurately, click on the **Approve Timecard** command and select **Approve Timecard** from the dropdown menu.

5. The background shading turns yellow once you have approved your timecard.