Timecard approval – non-exempt employees

Non-exempt employees should review and approve their timecards for the previous week on the first 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:
   - Are all your in/out punches there?
     - If no: contact your supervisor to edit your timecard to reflect all hours worked.
   - If you took any leave, is it recorded properly?
     - If no: create and submit the appropriate leave request and contact your supervisor to approve
   - If you took leave and also worked additional hours during the week:
     - Cancel original leave request and submit new request to reduce leave taken by number of additional hours worked, up to your regular schedule.
   - Has any requested comp time conversion been completed?
     - If no: contact your supervisor to request that the comp time conversion be done.
   - Look at the Totals tab to make sure your time and leave are represented correctly.
     - Regular time worked
     - Overtime (if worked)
     - Leave usage (if applicable)
     - Additional time/leave, such as on-call shifts
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.