



## Notes

Before you approve your timecard, you need to resolve any edits or exceptions, such as a missed punch.

**REMINDER:** Any edits YOU make to your timecard can be seen via the **View Pending** button at the top right of your timecard, just to the left of the **SAVE** icon. Once your manager approves the edits, your timecard will reflect the changes you made.

You should **Approve** your timecard after your final punch for the pay period, and before the next pay period begins.

## Approving Your Timecard

To Approve your timecard:

1. Open your timecard and select the appropriate timeframe – ***Current or Previous Pay Period*** (depending on which day you are





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List View

