Electronic Timekeeping Job Aid

APPROVING TIMECARDS

(Individual &Multiple)

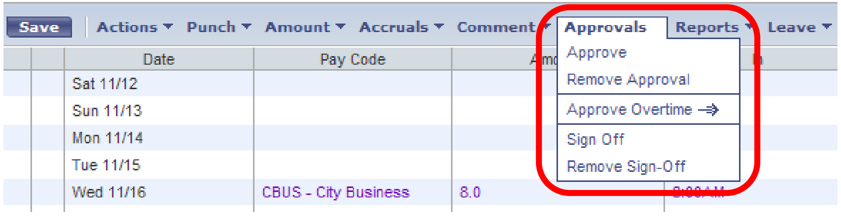
After the supervisor finishes editing their employees' time cards, they need to approve them to indicate to payroll that they are ready for processing. They can approve time cards on a Genie or on a timecard itself. After they approve a timecard, the employee cannot make any edits to it unless the supervisor removes their approval.

Example:

The supervisor has removed the employee's time data and performed all necessary edits. They approve the employee's time for the previous pay period on her timecard.

Steps

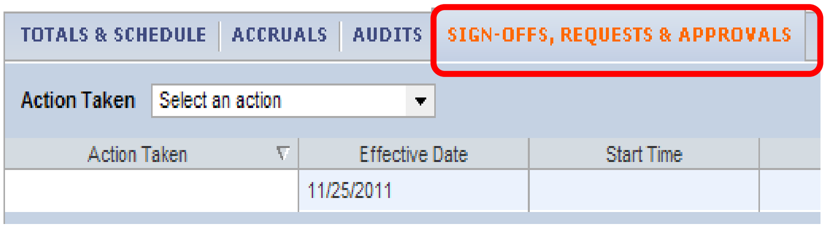
1. Access a Genie, such as the PPC Wizard (Pay Period Close), located in your **Related Items Pane.**
2. Select the specific set of employees from the **Show** drop-down list. Select the specific time period from the **Time Period** drop-down list**.**
3. Select the employee and click the **Timecard** quick link.
4. Select **Approvals > Approval**



Date	Pay Code	Amount
Sat 11/12		
Sun 11/13		
Mon 11/14		
Tue 11/15		
Wed 11/16	CBUS - City Business	8.0

Do you want to check the approval status on the timecard or a Genie?

- * To check the approval status on a timecard, click the **Sign-offs, Requests & Approvals** tab.



Action Taken: Select an action

Action Taken	Effective Date	Start Time
	11/25/2011	

- * To check the approval on a Genie, access the **Pay Period Close Genie**, click **Refresh**, and review the **Manager Approval** column**.**

Tip:

A supervisor can remove their approval by following the same steps and selecting Remove Approval from the Approvals menu. Once a supervisor has reviewed and updated their employees' timecards, they can approve them all at once, rather than approving them individually. When they approve multiple timecards at once, use the Group Edit Results page to confirm that all of them are approved. If one or more of the timecards are not approved, the Details link on the Group Edit Results page identifies whose timecard was not approved and why.