



Timecard Approvals For Student Supervisors

Overview

Your company may require you to approve timecards for your subordinates. Employees may be required to approve their time as well.

Supervisor Approval by Row

You can approve a single row or multiple rows by selecting Approve from the row menu.

Timecard		Totals	Schedule	Time Off Balances			
> WEEK 1		IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	⌵
<input checked="" type="checkbox"/>	Mon	08/24	08:30 AM - 03:30 PM		7.00	012000	7.00
<input type="checkbox"/>	Tue	08/25	08:30 AM - 04:30 PM		8.00	012000	8.00
<input type="checkbox"/>	Wed	08/26	08:30 AM - 07:30 PM		11.00	012000	11.00
<input type="checkbox"/>	Thu	08/27	08:30 AM - 04:30 PM		8.00	012000	8.00
<input type="checkbox"/>	Fri	08/28	08:30 AM - 04:30 PM		8.00	012000	8.00
<input type="checkbox"/>	Sat	08/29	-		0.00	012000	0.00
<input type="checkbox"/>	Sun	08/30	-		0.00	012000	0.00

Supervisor Approval for Multiple Rows

You can easily approve multiple rows by clicking > (show all columns) to open the Approve column and selecting one or more rows. To approve an entire week, click Approve in the header row.

Timecard		Totals	Schedule	Time Off Balances				
< APPROVE		WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	⌵
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mon	08/24	08:30 AM - 03:30 PM	7.00	012000	7.00	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Tue	08/25	08:30 AM - 04:30 PM	8.00	012000	8.00	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Wed	08/26	08:30 AM - 07:30 PM	11.00	012000	11.00	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Thu	08/27	08:30 AM - 04:30 PM	8.00	012000	8.00	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Fri	08/28	08:30 AM - 04:30 PM	8.00	012000	8.00	
<input type="checkbox"/>	<input type="checkbox"/>	Sat	08/29	-	0.00	012000	0.00	
<input type="checkbox"/>	<input type="checkbox"/>	Sun	08/30	-	0.00	012000	0.00	

Supervisor Approval for Timecards

You can approve an entire timecard by clicking Approve Timecard. The button will not be enabled if any actionable exceptions are on the timecard.

DO NOT
use this
method →

Timecard		Totals	Schedule	Time Off Balances			
> WEEK 1		IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	⌵
	Mon	10/05	08:30 AM - 03:30 PM	6.50	012000	6.50	
	Tue	10/06	08:30 AM - 04:30 PM	7.50	012000	7.50	
	Wed	10/07	08:30 AM - 07:30 PM	10.50	012000	10.50	
	Thu	10/08	08:30 AM - 04:30 PM	7.50	012000	7.50	
	Fri	10/09	08:30 AM - 04:30 PM	7.50	012000	7.50	
	Sat	10/10	-	0.00	012000	0.00	
	Sun	10/11	-	0.00	012000	0.00	