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.

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.

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.