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Manager & Supervisor

Approving Employee Timecards in uTIME

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Approving Employees' Timecards

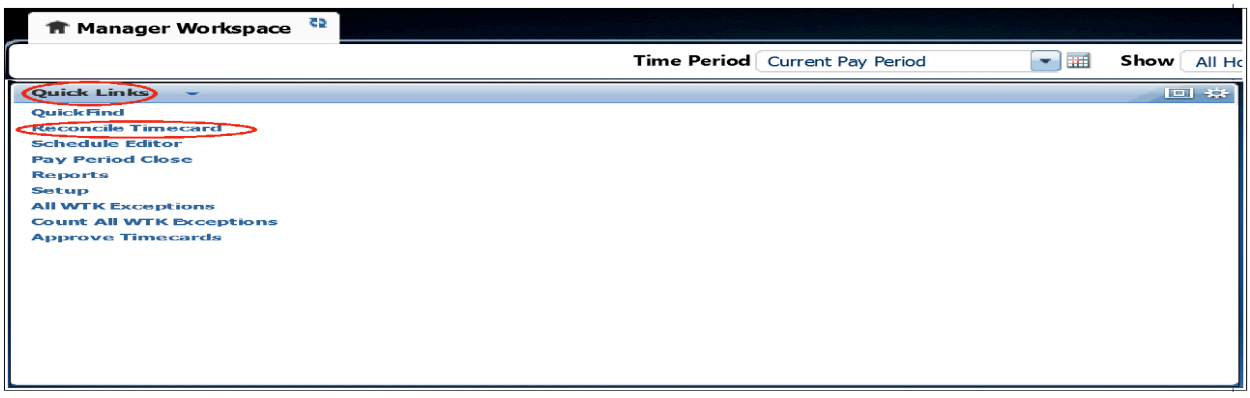
Procedure Overview

Overview & Objective	Below outlines the steps taken by the Supervisor and Manager to approve the timecards for the hours that an employee worked on a particular shift. To gain understanding of the steps required by the Supervisor and Manager to approve the timecards for shifts worked.

Quick Links Window

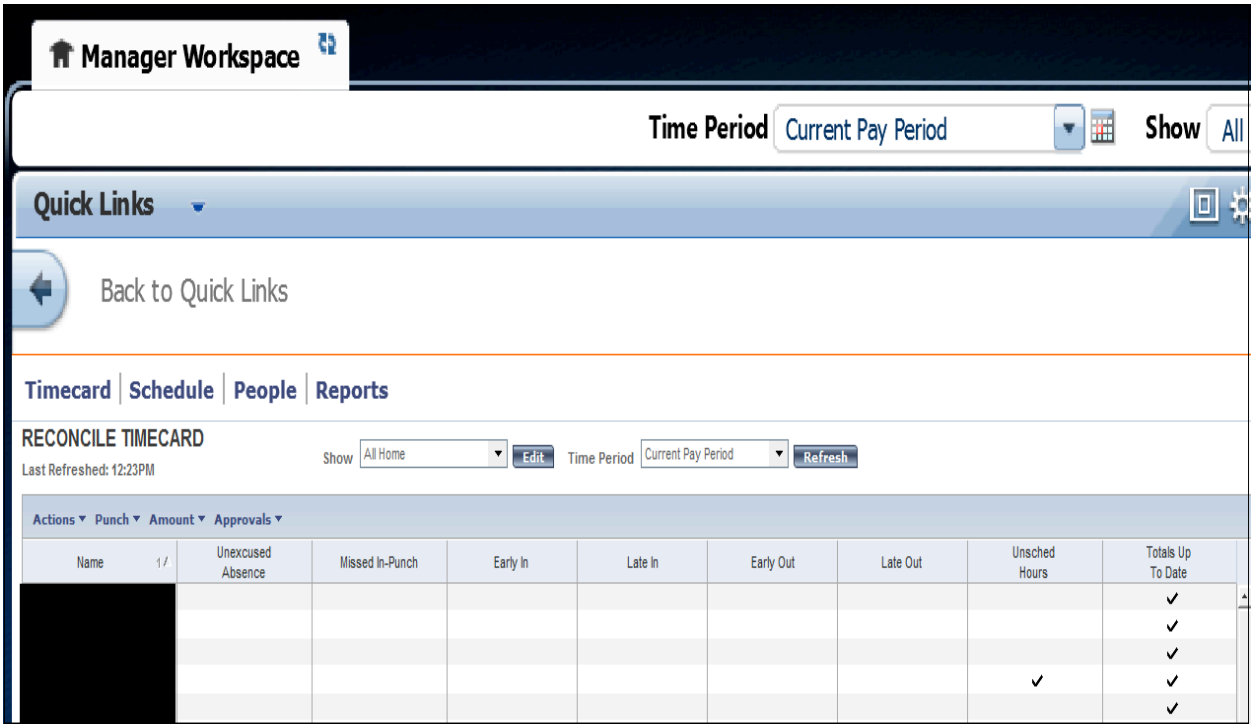
The **Quick Links** Window is an optional view that allows the user to navigate the system quickly to complete tasks. When employees have worked, their hours have to be approved in order to be ready for payroll processing.

Once the Quick Link Window is selected, it will propose the various genies including the Reconcile Timecard as listed below. The link to approve the hours are in the Reconcile Timecard genie. A **genie** is used to obtain detailed information about an employee in a summarized easy-to-read format.



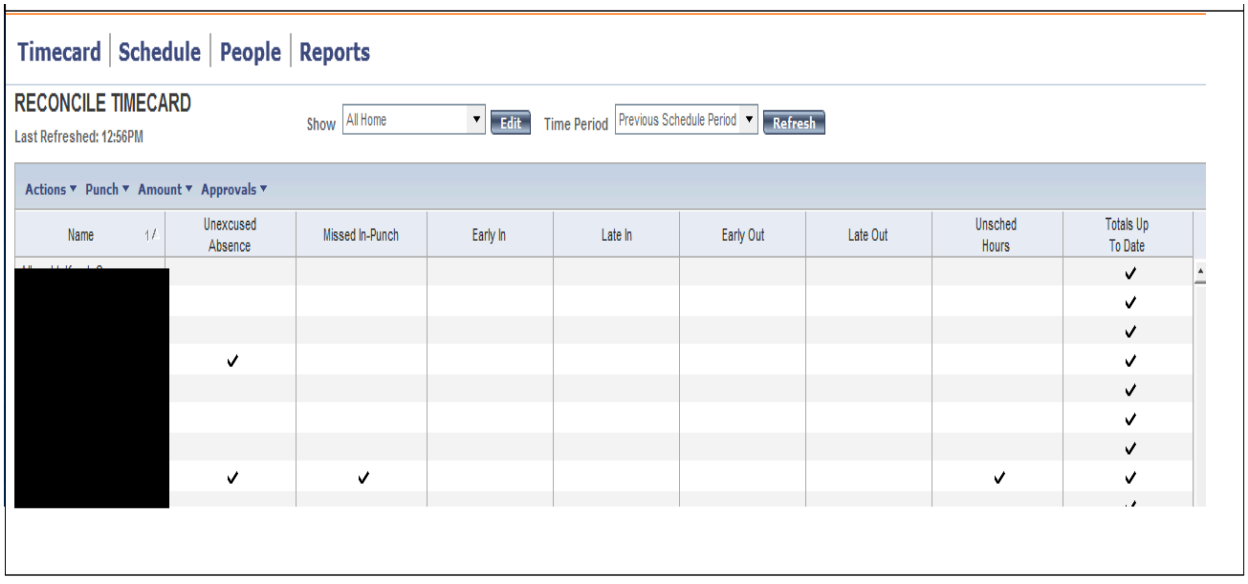
Reviewing the Timecard

The Reconcile Timecard genie gives the manager/supervisor access to perform several functions including approving the employee's timecard. Once Reconcile Timecard is selected, the following screen will be proposed.



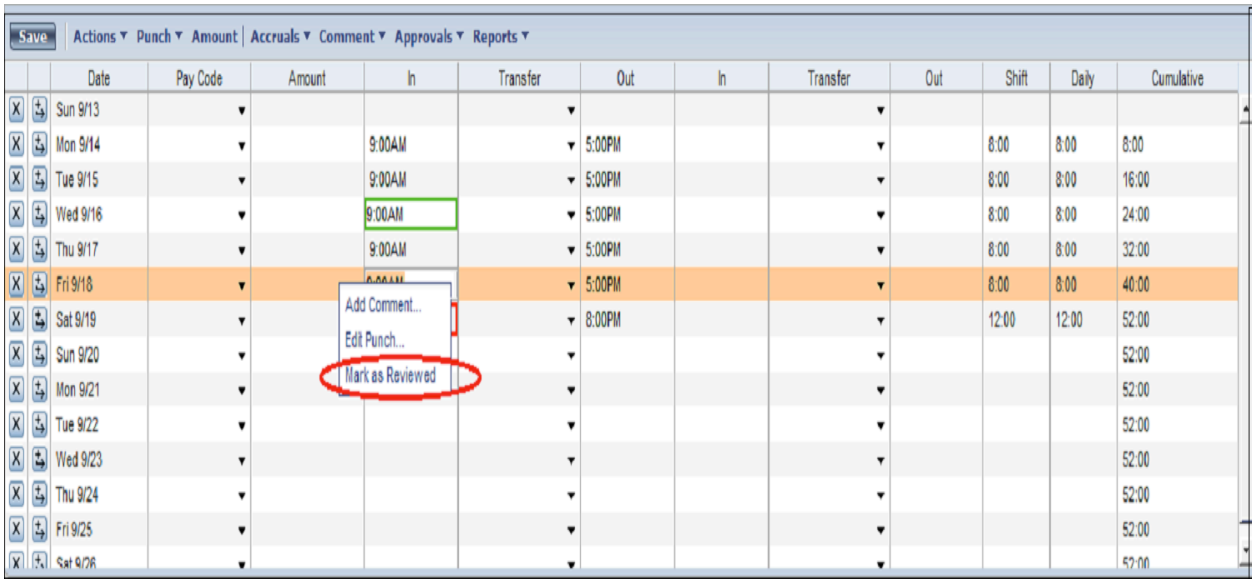
Note: This Genie also gives access to other ones such as the Schedule, People and Reports

In the example below, Timecards with missed punches, overtime, early in etc. should be reviewed and any required edits must be done ***before*** approving the employee timecards.



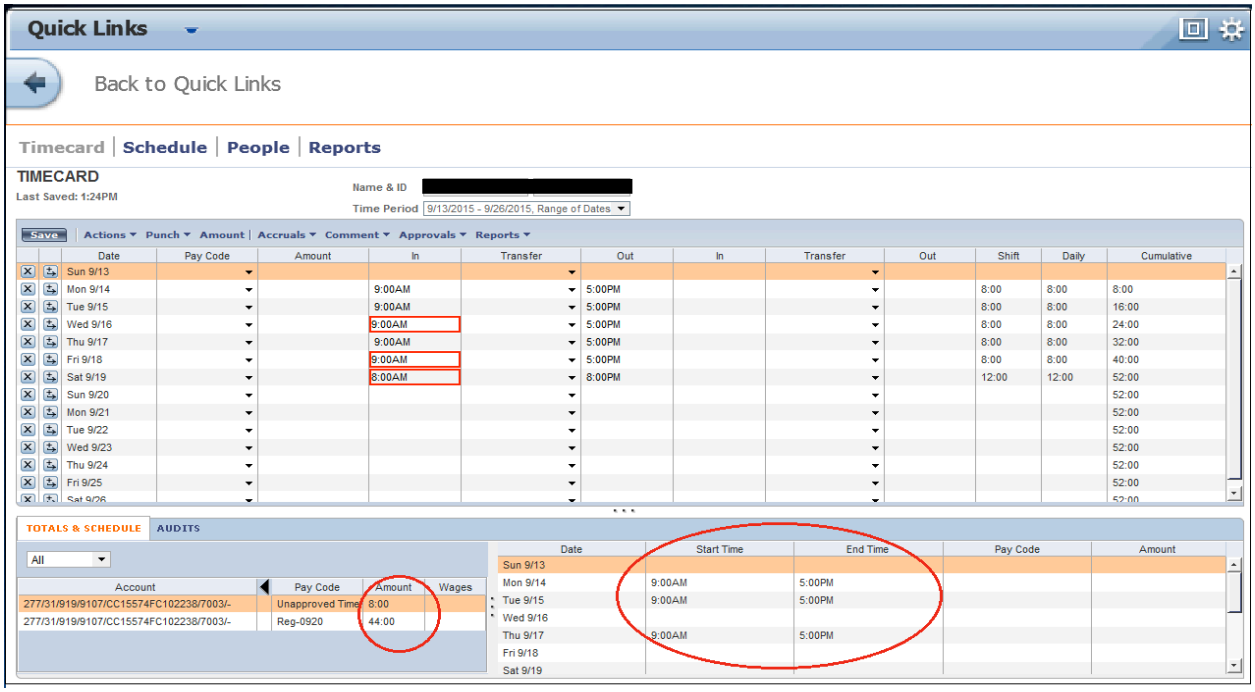
Marking the Timecard as Reviewed

In the example below, select the timecard with the red rectangle and right click.
Choose **Mark as Reviewed.** The timecard will automatically change **to green** as seen below:



All the punches with exceptions are highlighted in red rectangles e.g. late in, working over the schedule number of hours for the week.

Approving the Timecards

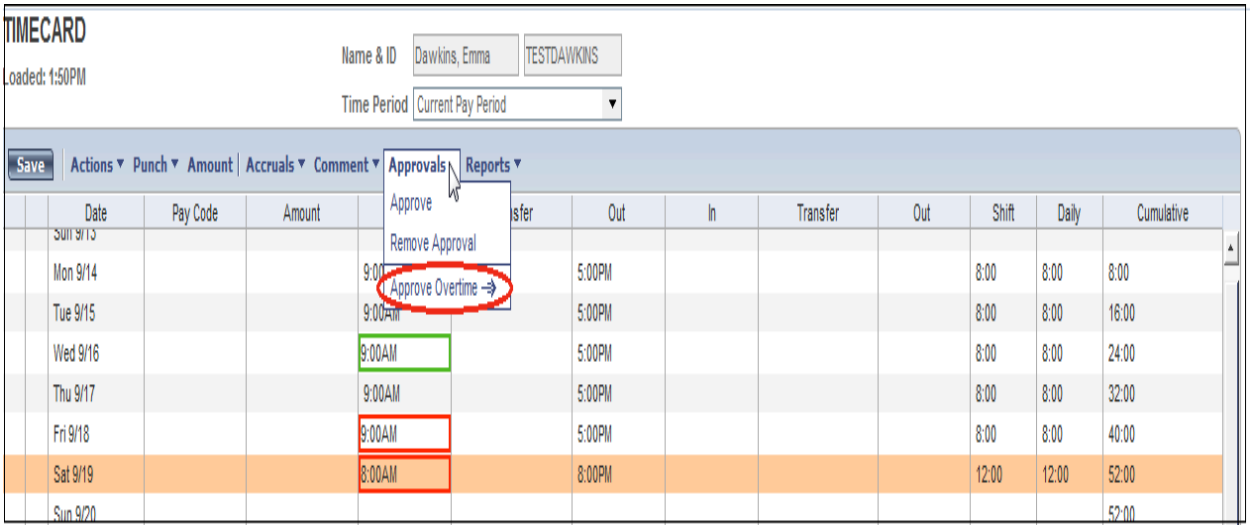


Review and make any required changes for the In and Out punches. The employee has a set schedule of 9-5 (circled to on the bottom right above). Since the employee has worked more than the regular time of 44 hours for the week, the reminder 8 hours have gone to Unapproved Time and will need to be approved.

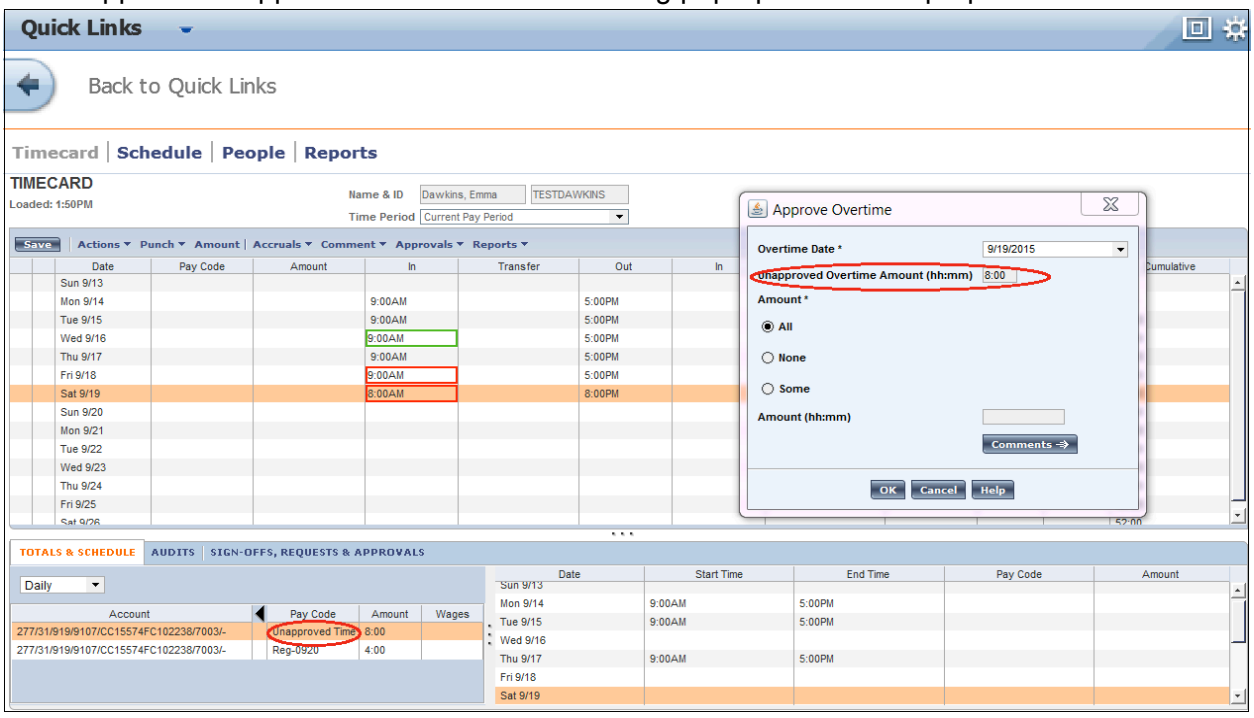
Note: to approve the additional hours, please follow the steps used to **Approve overtime.**

Selecting Approve Overtime

This is one option to approve the exception and overtime.
The last exception listed shows up as overtime.



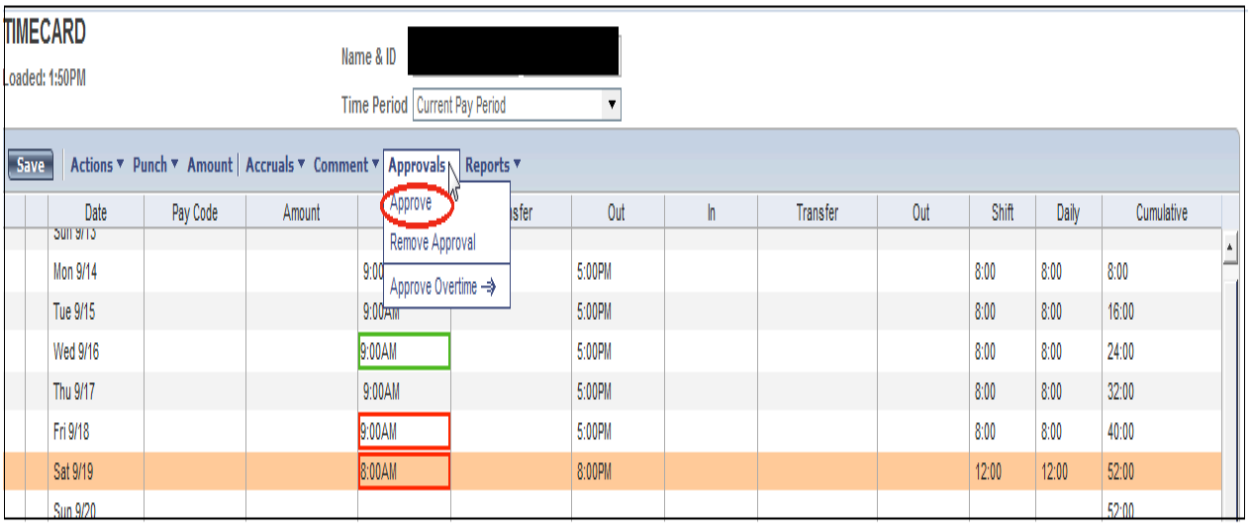
Go to Approvals> Approve Overtime. The following pop-up box will be proposed



Note: if you need to approve only part of the hours as overtime, select "Some".

Approving ALL the timecards for the employee

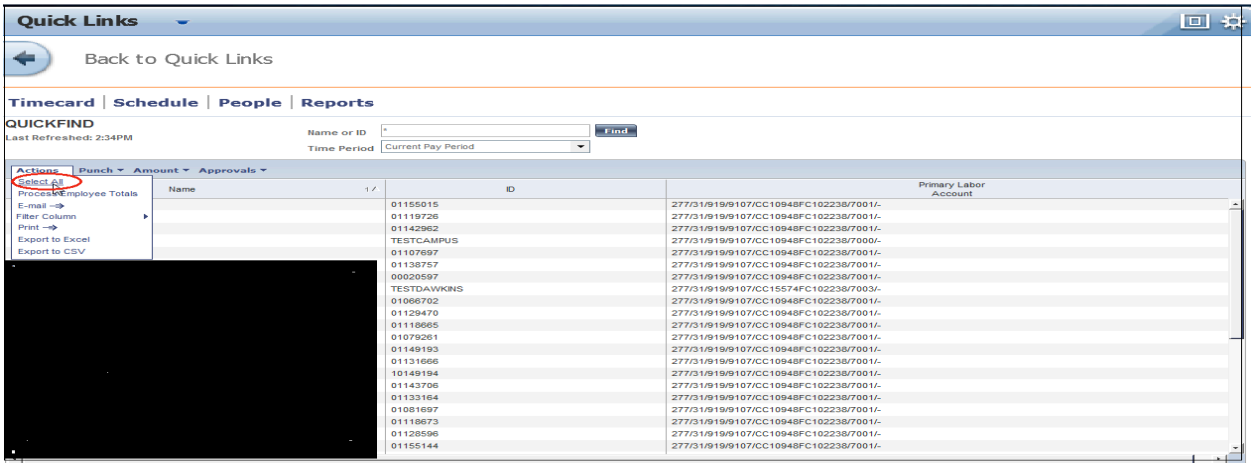
Go to **Approvals> Approve**



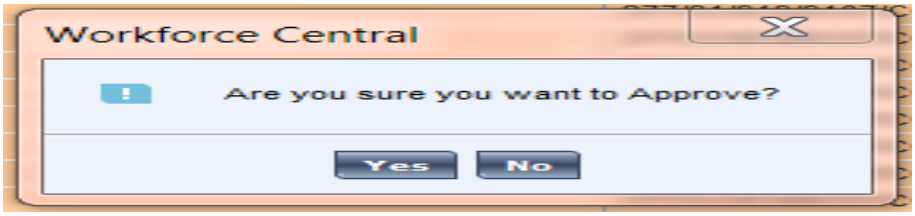
Save	Click **Save (top left)** to save the record.
Exit Screen	Select "Quick Links" or the matching back arrow. This will return you to the Quick Links Window.

Approving ALL the timecards for ALL your employees

Once you have reviewed all your timecards, you can approve them all at once. To approve go QUICKFIND > Actions menu > Select All (as indicated below).



Select Approvals menu > Approve



Choosing yes confirms that this approves everyone selected.