

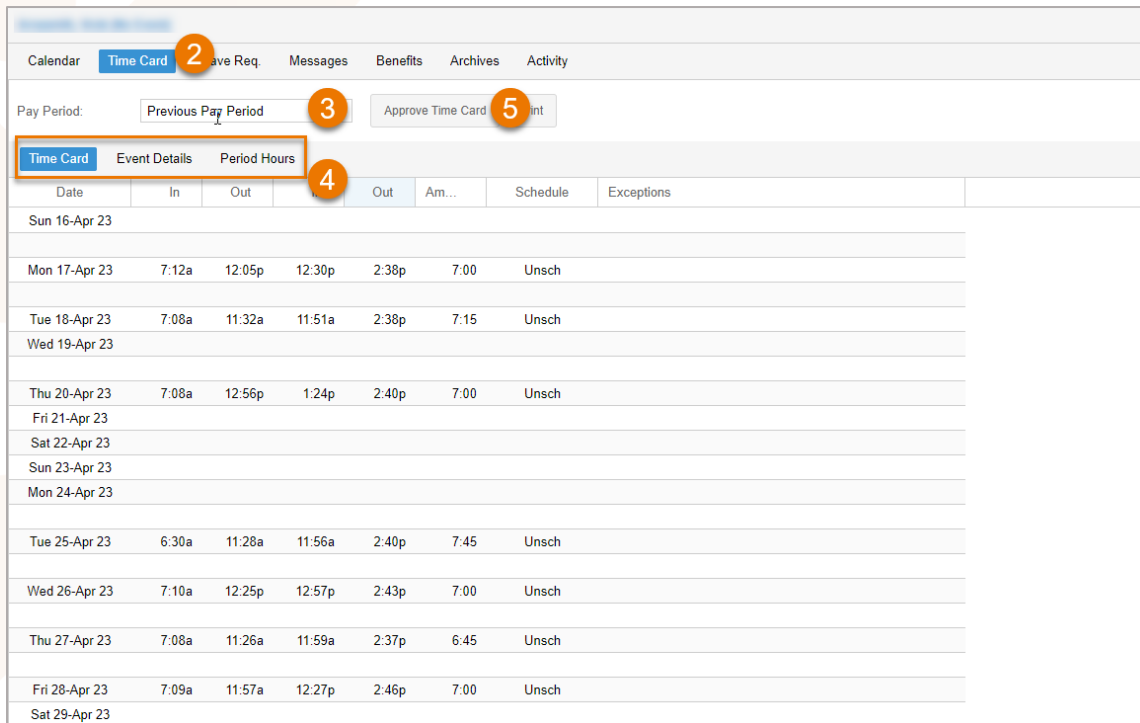
EMPLOYEE TIMECARD APPROVAL

At the end of the pay period both employees and department managers can approve (authorize) timecards. This can also lock the timecard to prevent future edits. Whether a timecard has been approved can be used throughout the system to determine if payroll is ready to process.

EMPLOYEE APPROVAL

This section will cover how an employee can approve their timecard using ESS.

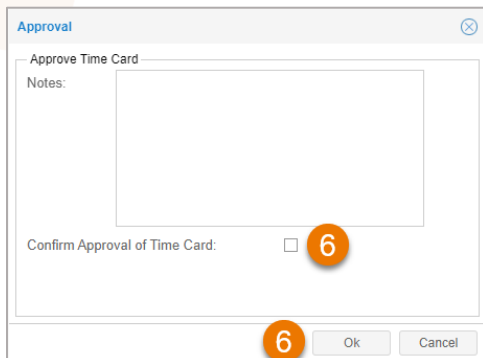
1. Log into ESS using the following link. Number and PIN can be provided by your manager or HR.
 - a. A link will be provided.
 - b. Log in using Badge and PIN
2. Go to the Timecard screen.
3. Select the correct period.
4. Review all punches, worked and non-worked hours.



The screenshot shows the ESS interface for reviewing time cards. Callout 2 points to the 'Time Card' tab in the top navigation bar. Callout 3 points to the 'Previous Pay Period' dropdown menu. Callout 4 points to the 'Time Card' sub-tab within the selected pay period. Callout 5 points to the 'Approve Time Card' button.

Date	In	Out	Out	Am...	Schedule	Exceptions
Sun 16-Apr 23						
Mon 17-Apr 23	7:12a	12:05p	12:30p	2:38p	7:00	Unsch
Tue 18-Apr 23	7:08a	11:32a	11:51a	2:38p	7:15	Unsch
Wed 19-Apr 23						
Thu 20-Apr 23	7:08a	12:56p	1:24p	2:40p	7:00	Unsch
Fri 21-Apr 23						
Sat 22-Apr 23						
Sun 23-Apr 23						
Mon 24-Apr 23						
Tue 25-Apr 23	6:30a	11:28a	11:56a	2:40p	7:45	Unsch
Wed 26-Apr 23	7:10a	12:25p	12:57p	2:43p	7:00	Unsch
Thu 27-Apr 23	7:08a	11:26a	11:59a	2:37p	6:45	Unsch
Fri 28-Apr 23	7:09a	11:57a	12:27p	2:46p	7:00	Unsch
Sat 29-Apr 23						

5. When ready to approve, click on the **Approve Timecard** button.
6. Check the box to confirm approval and click OK.



The screenshot shows the 'Approval' dialog box. Callout 6 points to the 'Confirm Approval of Time Card' checkbox. Another callout 6 points to the 'Ok' button at the bottom of the dialog.