

MANAGER 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.

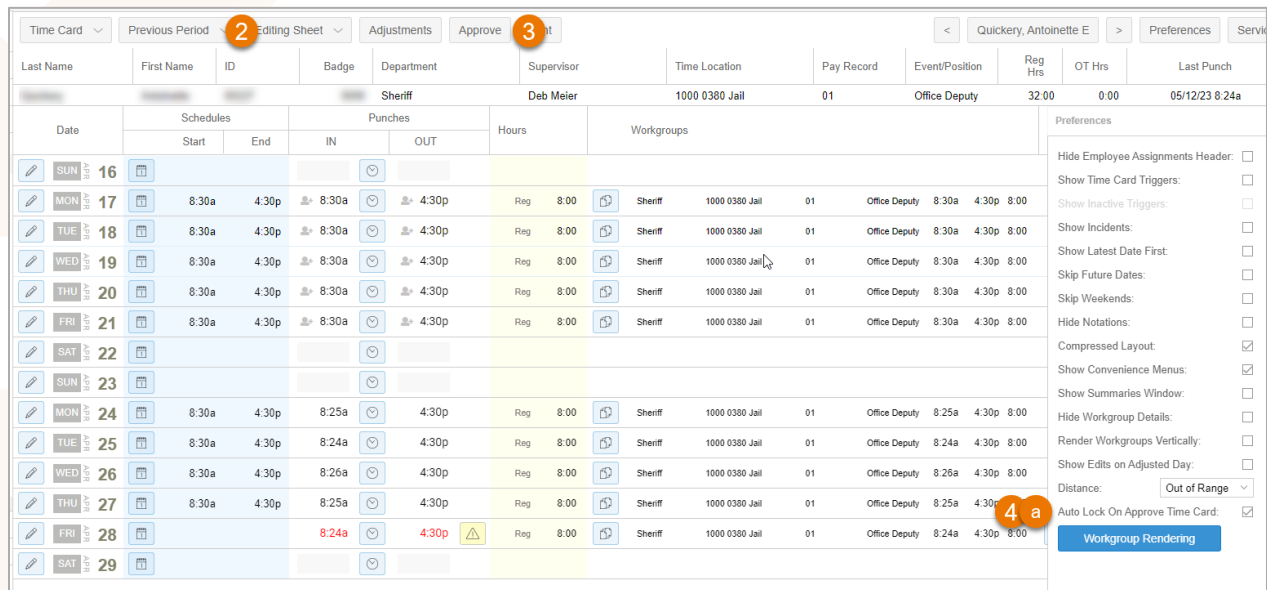
DEPARTMENT MANAGER OR SUPERVISOR APPROVAL / LOCK FOR PAYROLL

This section will show how a manager or supervisor can approve their employees' timecards. There are a couple ways they can be approved.

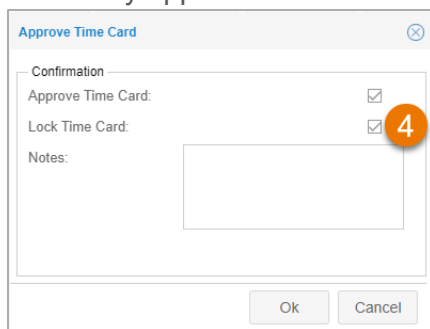
INDIVIDUAL APPROVAL / LOCK

A supervisor can approve individual employee timecards from the timecard editing sheet.

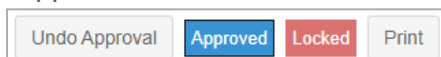
1. Go to the employee's timecard needing approval.
2. Choose the correct period (most likely previous) and review all punches, worked and non-worked hours.
3. Click the **Approve** button.



4. An optional **Lock Timecard** check box is available.
 - a. There is a preference that can turn the lock default on/off if supervisors need to Lock timecards when they approve. In most cases, supervisors lock timecards on approval.



Approved and Locked Timecard



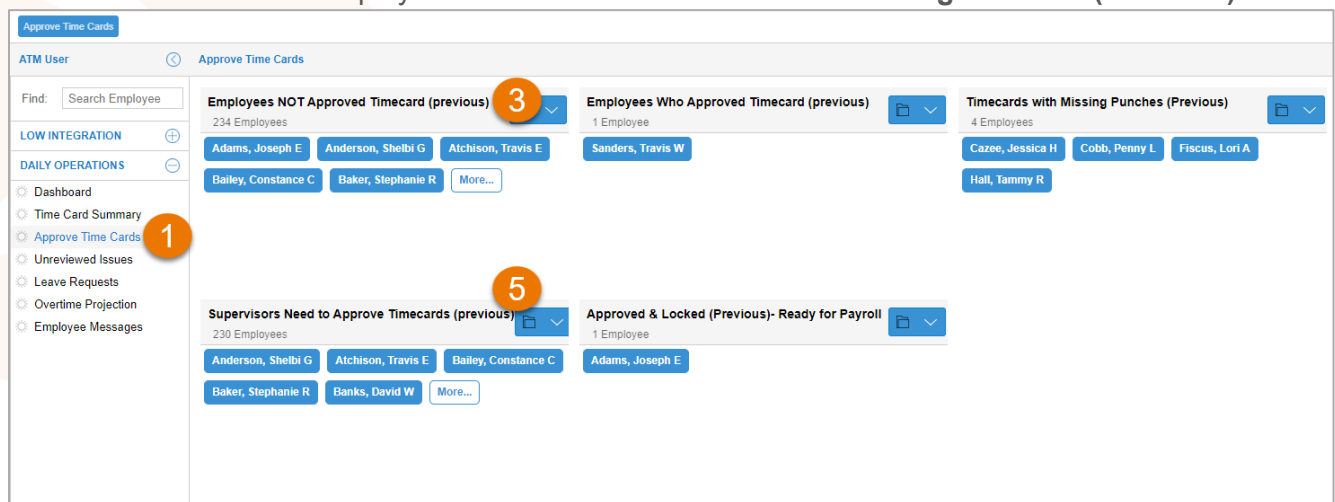
APPROVAL / LOCK A GROUP OF EMPLOYEES


Supervisors can approve / lock all timecards through a menu item found under Daily Operations. Before approving timecards make sure all timecards are correct and need no adjustments.

1. Go to the **Approve Timecards** menu item under **Daily Operations**.
2. There are several News Items listed.

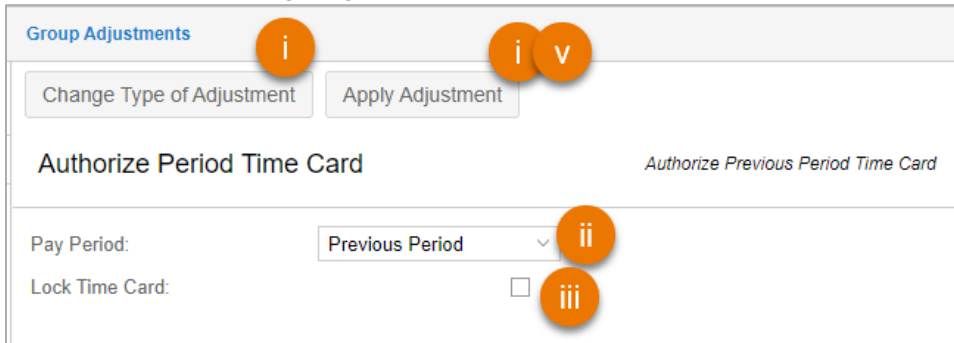
New Item	Description
Employees NOT Approved Timecard (previous)	List of employees that have NOT approved their timecards for the previous period.
Employees Who Approved Timecard (previous)	List of employees that have approved their timecards for the previous period.
Timecards with Missing Punches (Previous)	Lists of employees you have access to that have open issues (missing punches) in the previous period that need to be addressed before approving / locking.
Supervisors Need to Approve Timecards (previous)	List of employees you have access to that have no open issues and can be authorized for the previous period. Be sure all hours are correct for employees before approving / locking.
Approved & Locked (Previous)- Ready for Payroll	List of employees you have access to that have been approved and locked for the previous period.
Insufficient Benefits (Previous)	List of employees you have access to that do not have enough benefit banked time to accommodate hours needed in previous period.

3. Make sure the employees have approved their timecards using the **Employees NOT Approved Timecard (previous)**.
 - a. If they have not, you should contact the employee and advise them that this needs to be completed.
4. Make sure there are no employees listed in the **Timecards with Missing Punches (Previous)**.



5. Once you are confident all employees' timecards are correct, approve by clicking on the  button on **Supervisors Need to Approve Timecards (previous)** News Item. You have two options.
 - a. Approved and Lock All Employees in List – Will approve all timecards of employees in the list.
 - b. Use This List in Group Adjustments – Will send employees in the list to the Group Adjustments screen.
 - i. Change Type of Adjustment to **Authorized Timecards**.

- ii. Set to correct **Pay Period**
- iii. Uncheck **Lock Timecard**
- iv. Click the **Apply Adjustment** button.



The screenshot shows the 'Group Adjustments' interface. Callout 'i' points to the 'Group Adjustments' header. Callout 'ii' points to the 'Pay Period' dropdown menu, which is currently set to 'Previous Period'. Callout 'iii' points to the 'Lock Time Card' checkbox, which is unchecked. Callout 'iv' points to the 'Apply Adjustment' button.

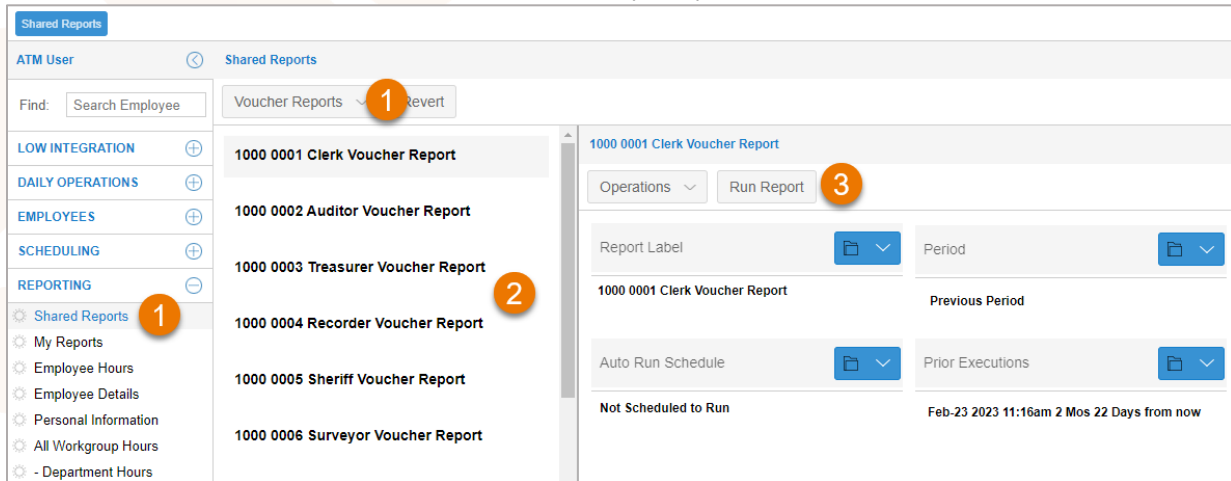
UNDO APPROVAL

If **Approved / Locked** but you need to make an adjustment, the supervisor must contact payroll to undo approval / lock.

REVIEW / PRINT VOUCHERS WITH SIGNATURES

Supervisors or Admin need to review, print, and sign the voucher report. LOW will also provide a detailed payroll voucher once the payroll has been processed.

1. To print a voucher report, go to **Reporting → Shared Reports → Vouchers Reports**.
2. The vouchers are based off the time location. Select the one that is for your location.
3. Click Run Report. View Format: Adobe Reader (PDF), Destination: Screen



The screenshot shows the 'Shared Reports' interface. Callout '1' points to the 'Shared Reports' menu item in the left sidebar. Callout '2' points to the '1000 0001 Clerk Voucher Report' in the list of reports. Callout '3' points to the 'Run Report' button in the report details pane.

4. File will be available to view or download. Review and Print