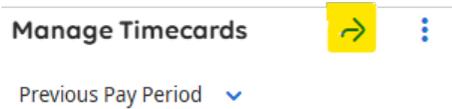




How to Approve an Employee's Timecard

- Select the arrow on the **Manage Timecards** tile.



- Verify the Pay Period and Group (Hyperfind) that you will be reviewing.



HOURLY

- Review the timecard and take note of any missed exceptions that need to be corrected (missed punches or shifts) and marked as reviewed (Early/Late punches).

		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	-	Sun 3/23										
+	-	Mon 3/24										
+	-	Tue 3/25										
+	-	Wed 3/26			12:07 PM	1:33 PM				1.50	1.50	1.50
+	-	Thu 3/27	7:00 AM - 7:30 PM		6:54 AM	7:43 PM	...rov Telemetry 10NE/RN;;;			12.25	12.25	13.75
+	-	Fri 3/28	7:00 AM - 7:30 PM		6:54 AM	7:54 PM	...rov Telemetry 10NE/RN;;;			12.50	12.50	26.25
+	-	Sat 3/29	7:00 AM - 7:30 PM		6:53 AM	7:38 PM	...641-Prov 12th Floor/RN;;;			12.25	12.25	38.50
+	-	Sun 3/30	7:00 AM - 7:30 PM		6:55 AM	7:28 PM	...641-Prov 12th Floor/RN;;;			12.00	12.00	50.50
+	-	Mon 3/31	7:00 AM - 7:30 PM		6:53 AM		... 9th Floor Med Surg/RN;;;					50.50
+	-	Tue 4/01										50.50
+	-	Wed 4/02										50.50
+	-	Thu 4/03										50.50
+	-	Fri 4/04	7:00 AM - 7:30 PM		6:53 AM		...641-Prov 12th Floor/RN;;;					50.50
+	-	Sat 4/05	7:00 AM - 7:30 PM		7:00 AM	7:30 PM						50.50



- Correct any missed swipes by adding the time.
- Mark exceptions as viewed.

Punch Actions

Date:
3/27/2025

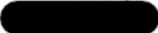
Time:
7:43 PM

Rounded Time:
7:45 PM

Time Zone:
(GMT -06:00) Central Time (USA; Canada)

Exceptions:
 Late Out

Last Edit Date:
3/27/2025

Edit Made By:


 Mark as Reviewed

 Edit

 Justify Exception

- Select Save.

 Share

 View Pending

 Save



- Select Approve.



- Once the timecard is approved, the employee's punches will no longer be recorded for that pay period.
- To make any edits to the timecard, such as recording an employee's shift, the approval must be removed.

SALARY

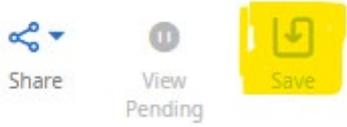
- Review the timecard and verify that all Pay Codes are correct.
- If the Salaried employee is managed by a schedule, verify that the total hours are equal to the employees FTE.

		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	⊖	Sun 3/23										
+	⊖	Mon 3/24	5:00 AM - 1:30 PM		5:00 AM	1:30 PM				8.00	8.00	8.00
+	⊖	Tue 3/25	5:00 AM - 1:30 PM		5:00 AM	1:30 PM				8.00	8.00	16.00
+	⊖	Wed 3/26	5:00 AM - 1:30 PM		5:00 AM	1:30 PM				8.00	8.00	24.00
+	⊖	Thu 3/27	5:00 AM - 1:30 PM		5:00 AM	1:30 PM				8.00	8.00	32.00
+	⊖	Fri 3/28	5:00 AM - 1:30 PM		5:00 AM	1:30 PM				8.00	8.00	40.00
+	⊖	Sat 3/29										40.00
+	⊖	Sun 3/30										40.00
+	⊖	Mon 3/31	5:00 AM - 1:30 PM		5:00 AM	1:30 PM				8.00	8.00	48.00
+	⊖	Tue 4/01			5:00 AM	1:00 PM		;PTR Duration::: PTR		8.00	8.00	56.00
+	⊖	Wed 4/02	5:00 AM - 1:30 PM		5:00 AM	1:30 PM				8.00	8.00	64.00
+	⊖	Thu 4/03	5:00 AM - 1:30 PM		5:00 AM	1:30 PM				8.00	8.00	72.00
+	⊖	Fri 4/04	5:00 AM - 1:30 PM		5:00 AM	1:30 PM				8.00	8.00	80.00
+	⊖	Sat 4/05										80.00

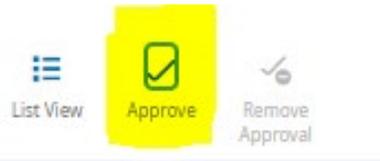
- Add any additional Pay Codes as necessary.



- Select Save.



- Select Approve.



- To make any edits to the timecard, such as recording an employee's time off, the approval must be removed.