SHOW ME HOW

to Approve My Timecard

Time and Attendance

STEP 1
In Employee Self-Service®, navigate to Time Management > Web Time Sheet.

STEP 2
Any missing punches will display with two question marks. Click “??,” then “Add Punch Change Request.” Once there are no missing punches, click “Approve Timecard.”
SHOW ME HOW

to Approve My Timecard

Time and Attendance

STEP 3
Upon approval, punches will display in yellow.

STEP 4
An audit trail of approvals can be found under the Approvals tab at the bottom of the page.