

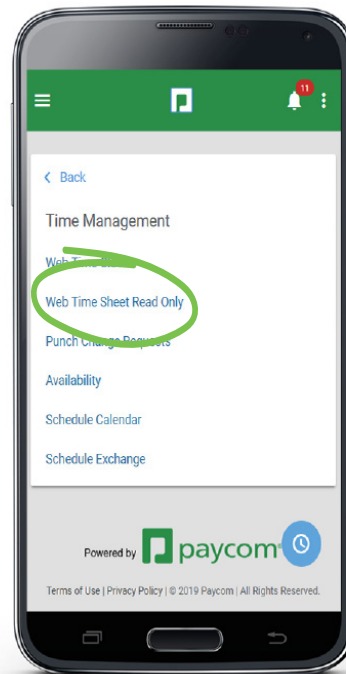
# SHOW ME HOW

to Approve My Timecard  
Time and Attendance



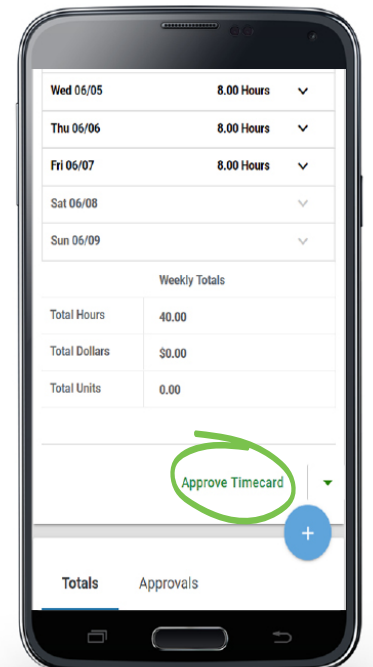
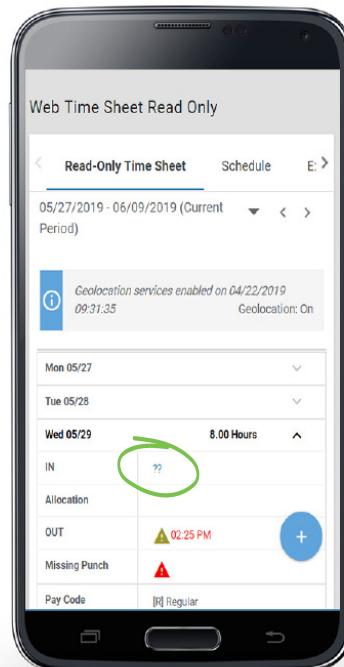
## STEP 1

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."



# EMPLOYEES

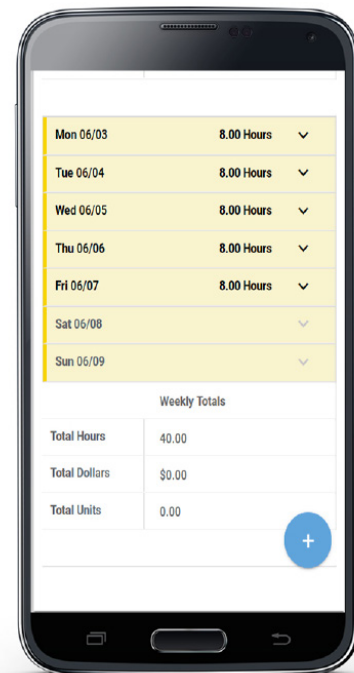
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to Approve My Timecard  
Time and Attendance



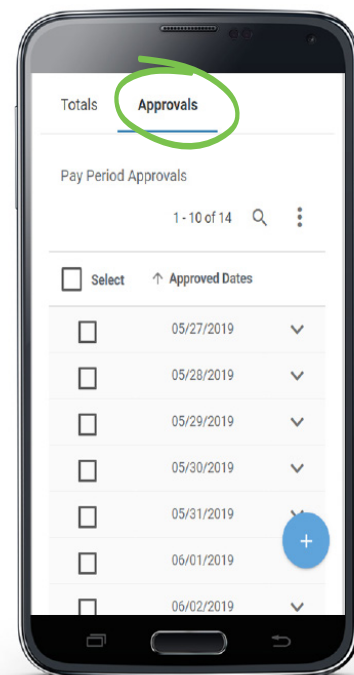
## STEP 3

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.



# EMPLOYEES