APPROVAL PROCESS
Before a time card may be approved …
- Resolve critical & warning exceptions
- Approve or deny any requests for the current pay period

A. Handle Warning Exceptions
1. Employee section>TCS button
2. View employee’s Exceptions card
3. Select the message(s) to handle
4. Click Handle Selected button to remove Warnings from the Home Page graph (your “to do” list.)

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B. Approve Calendar Requests
1. Employee > TCS button
2. Check box next to request(s) to approve
3. Open Transaction List Actions card
4. Click Approve Selected button

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C. Approve Time Card(s)
When all exceptions and requests are handled
1. Open Actions > Employee LaborView
2. Choose All Employees LaborView at left
3. Ensure all employee boxes are checked
4. Select Approve Time Card button

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*** 3 things to check daily***
- Check your critical and warning exceptions
- Check for any new requests
- Review your All Employee LaborView

Tips
- Click red arrows to expand cards and lists to see detail
- Click folder icons, calendar icons, etc. to see more detail
- A red * indicates required fields

Forward Assignment to Other Supervisor
1. To transfer employee timecard approval rights to another supervisor: you can forward all employees to one supervisor or divide them among several supervisors
2. Actions > Employee card > Auto Forward Assignment
3. Click Employee Forward
4. Enter Effective dates and click Next
5. Select the supervisor to whom to forward your employees
6. Select the employees to forward
7. Click Forward Selected

To remove forwarding
1. Actions > Employee card > Auto Forward Assignment
2. Select Disable Auto Forwarding

Quick Guide Step-by-Step
- Guides found in the Help section

Training Locations
- Training Guide: ___________________
- Training URL: ___________________
**Employee LaborViews**

1. On right side of **Home** page
2. Click red detail button to show detail of the desired LaborView,
3. Monitor Daily: **Employees with Exceptions Counts, Pending Requests, All Employee LaborView**

Click colored bars to view exception detail on the LaborView screen.

**Overview of Sections**

- **Employee:** To manage transactions, view benefits and pay distribution
- **Reports:** To run reports
- **Actions:** Lists action cards for functions and processing options
- **Preferences:** To change your personal display and notifications

**Employee: Time Card Screen**

Select the TCS button in the left pane under **Employee Favorites** if not displaying the Transaction List screen

Select **Search** in the **Employee Navigator** area at the top of the left pane to display the employee Search screen.

**Employee Actions Section**

**Add new clocking or calendar**
1. Select either **Add Clocking** or **Add Calendar** in left pane
2. Enter appropriate information

**Delete a Clocking or Calendar**
3. Click check box next to record
4. Select **Delete Selected** under the Transaction List Actions

**Edit a Clocking or Calendar**
1. Click check box next to record
2. Expand **Detail** button ▼
3. Modify the record and click **Save**

**Add a Transaction Note to a Clocking or Calendar**
1. When editing a clocking or calendar select the Notes tab
2. Either select a **Predefined Note Code** or enter text in the text box
3. Click **Save**

**Personal Notes …**

**Actions:** Cards for Approval, Employee, General, Processes, Scheduling, and System actions.

**Printing the Time Card Report:**
**Employee** tab > Select an employee; **Employee Section > Time Card Report** – Scroll over report or from the left pane select **Print** or **Email**