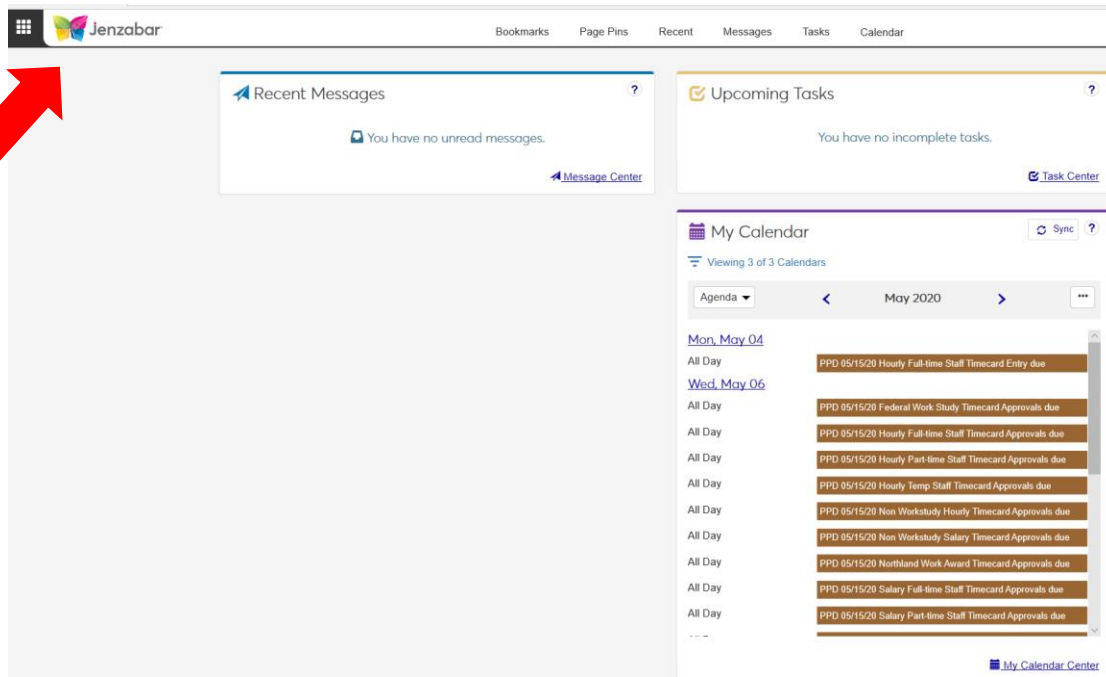


# Timecard Approval for Supervisors

## STEP 1

When you login, this will be the page you land on. Your home page can be customized by pinning items to your home page. To return to your home page at any time just click the rainbow butterfly at the top of the screen.



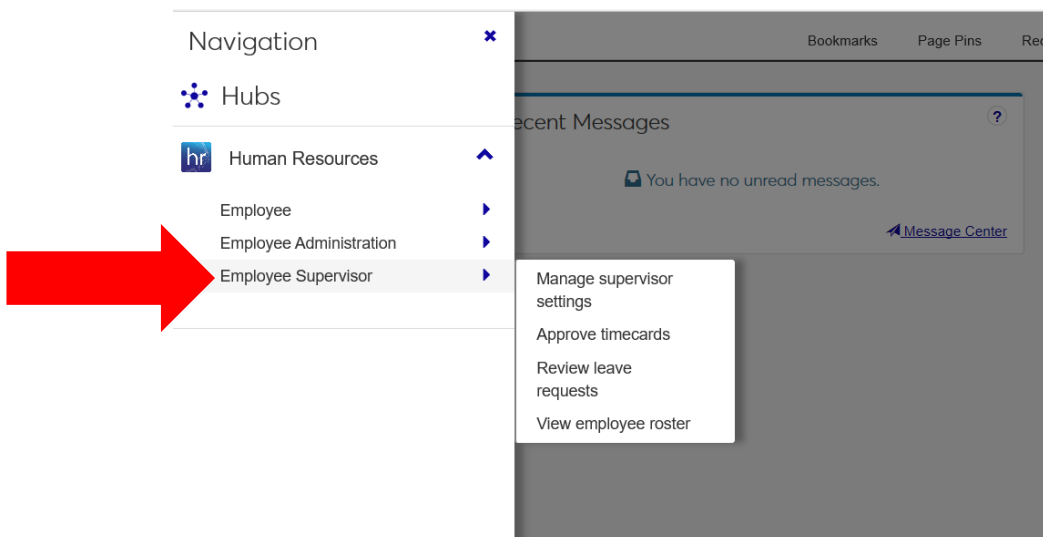
## STEP 2

To approve timecards, click the settings button on the top of the page



## STEP 3

Choose Employee Supervisor: Approve timecards



#### STEP 4

Click the plus (+) sign next to each employee to verify the hours they've entered and worked are accurate.

- Supervisors may edit, add or delete time if corrections are necessary.
- Supervisors may add comments to each timecard (Actions Tab- Options drop-down-Comment)

#### STEP 5

Click green **Approve by "date"** button, then click **Yes, approve** to confirm.

