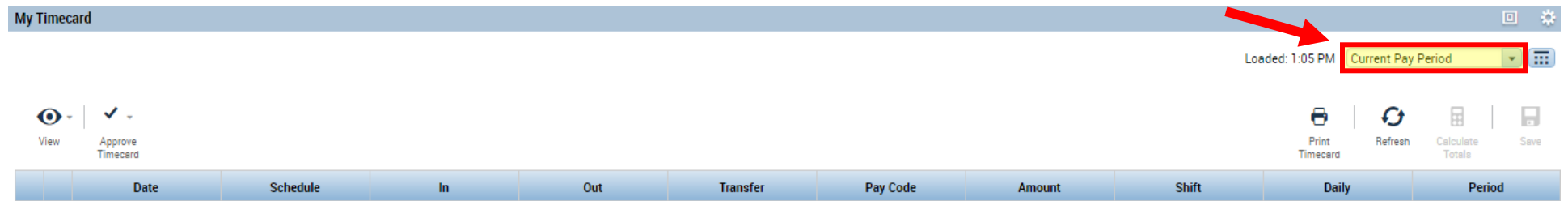


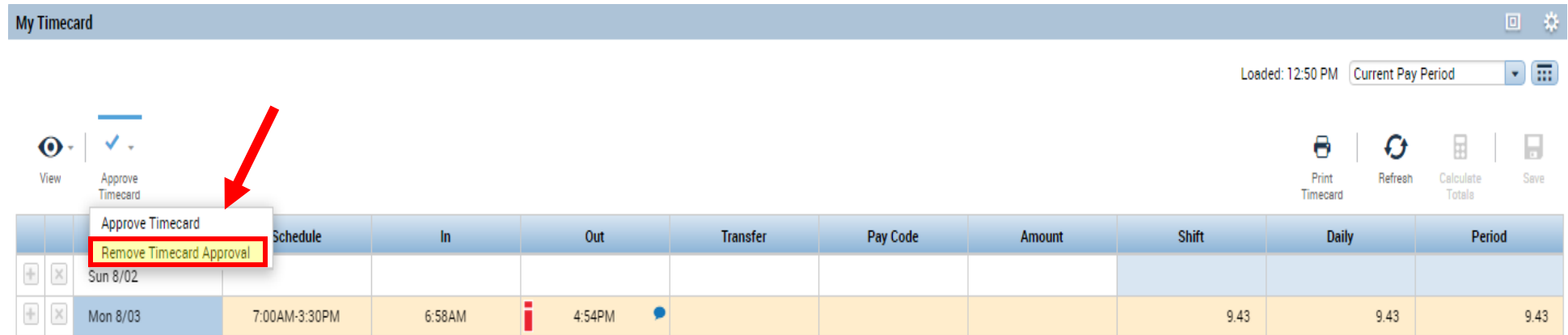
Topic: Timecard Was Approved for the Entire Pay Period

If the employee neglects to select to approve the timecard for Today, Yesterday or a specific day then they may mistakenly approve for the entire Current Pay Period. The default timecard view is for the Current Pay Period.



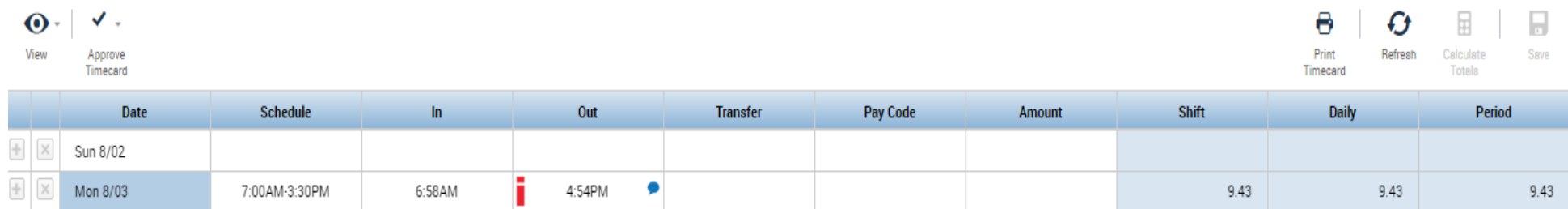
The screenshot shows the 'My Timecard' interface. At the top right, there is a 'Loaded: 1:05 PM' indicator and a dropdown menu currently set to 'Current Pay Period'. A red box highlights this dropdown, and a red arrow points to it from the right. Below the header, there are icons for 'View' (an eye) and 'Approve Timecard' (a checkmark). To the right of these are icons for 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save'. Below these icons is a table with the following columns: Date, Schedule, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and Period.

From the My Timecard view, click the dropdown for Approve Timecard. You will get an option to either Approve Timecard or Remove Timecard Approval. Click to select to Remove Timecard Approval.



The screenshot shows the 'My Timecard' interface with the 'Approve Timecard' dropdown menu open. The dropdown menu has two options: 'Approve Timecard' and 'Remove Timecard Approval'. The 'Remove Timecard Approval' option is highlighted with a red box, and a red arrow points to it from the left. The table below shows two rows: 'Sun 8/02' and 'Mon 8/03'. The 'Mon 8/03' row is highlighted in yellow, indicating it is approved. The table columns are: Date, Schedule, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and Period.

Once the approval has been removed, the line will go from yellow (indicating approved) back to white (indicating that the shift has not been approved).



The screenshot shows the 'My Timecard' interface with the 'Approve Timecard' dropdown menu open. The dropdown menu has two options: 'Approve Timecard' and 'Remove Timecard Approval'. The 'Approve Timecard' option is highlighted with a red box, and a red arrow points to it from the left. The table below shows two rows: 'Sun 8/02' and 'Mon 8/03'. The 'Mon 8/03' row is now white, indicating it is not approved. The table columns are: Date, Schedule, In, Out, Transfer, Pay Code, Amount, Shift, Daily, and Period.

The employee can then go to the Time Period dropdown and select Today or the applicable day and approve the timecard for only that day.

- No one can remove an employee's approval except the employee's themselves.
- If an approval is removed, that same person can approve again with no issues.
- Once a manager approves the employees timecard, the employee can still approve their own and/or remove their own approvals, but they cannot remove the managers approval
- Basically, no one can remove someone else's approval, but you can remove your own
- Once a timecard is signed off by the manager, the timecard is locked. The only way to remove a signoff is through Payroll
- When one person has approved a timecard, either the manager or the employee, the timecard day(s) that have been approved change to yellow. Once both the manager and the employee approve the timecard, the day(s) that were approved will change to green.