

## Approve Your Timecard

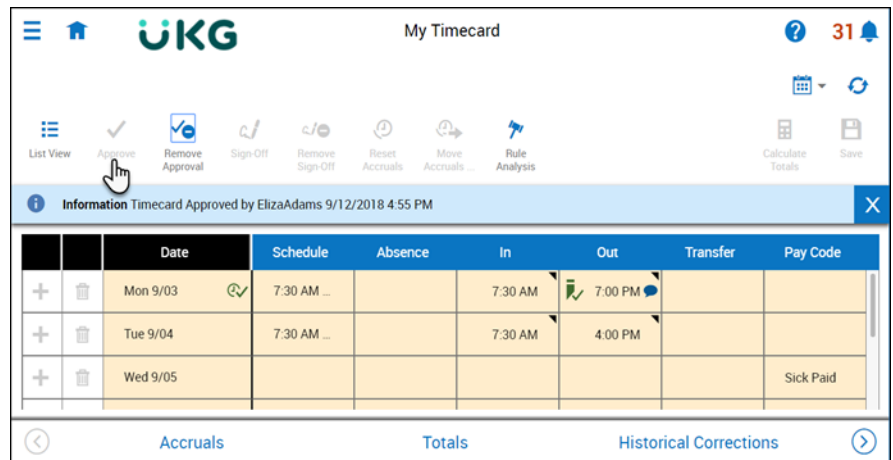
This job aid explains how you can approve your timecard when complete.

### About Employee Approval

- When you believe that your timecard is complete, accurate, and ready for signoff, you approve it. Depending on your access, you may also be able to remove your approval to make edits. Typically, after you approve your timecard, your manager also approves it.
- When your timecard is ready for payroll processing, you, your manager, or both of you sign off your timecard. You cannot remove the approval after the timecard is signed off.
- Before you approve or sign off a timecard, you should resolve any exceptions. Exceptions, which are defined for your company, include early punch and late punch.

### To approve your timecard:

1. Open your timecard and select the appropriate timeframe.
2. Make sure the timecard is accurate.
3. Click **Approve**.
4. The way that approval is displayed in your timecard differs depending on whether you are using table view or list view.



### Table view

You can approve the entire timeframe or part of the timeframe. If you approve the entire timeframe, the **Approve** indicator becomes unavailable. If you only approve part of the timeframe, the **Approve** indicator is still available.

The background color of the timecard changes, depending on who has approved it:

**Yellow background**- -Timecard approved by employee but not by manager.

**Light purple background**- -Timecard approved by manager but not by employee.

**Green background** - -Timecard approved by both employee and manager.




**Gray crosshatch**- -Timecard has been signed off.

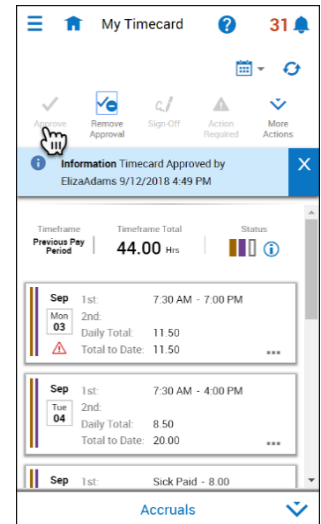
To remove your approval, Click **Remove Approval** Depending on your access rights, you may not be able to remove approval after your manager has approved the timecard.

## List view

You can approve the entire timeframe or part of the timeframe. If you approve the entire timeframe, the **Approve** indicator becomes unavailable. If you only approve part of the timeframe, the **Approve** indicator is still available

The approval bar on the left side of the timecard changes, depending on who has approved it:

-  -All days approved by employee
-  -All days approved by manager
-  -All days signed off



To remove approval, click **More Actions** and then click **Remove Approval**.

© 2021 UKG Inc. All rights reserved. For a full list of UKG trademarks, visit [www.ukg.com/trademarks](http://www.ukg.com/trademarks). All other trademarks, if any, are the property of their respective owners. No part of this document or its content may be reproduced in any form or by any means or stored in a database or retrieval system without the prior written authorization of UKG Inc. ("UKG"). Information in this document is subject to change without notice. The document and its content are confidential information of UKG and may not be disseminated to any third party. Nothing herein constitutes legal advice, tax advice, or any other advice. All legal or tax questions or concerns should be directed to your legal counsel or tax consultant.

### Liability/Disclaimer

UKG makes no representation or warranties with respect to the accuracy or completeness of the document or its content and specifically disclaims any responsibility or representation for other vendors' software. The terms and conditions of your agreement with us regarding the software or services provided by us, which is the subject of the documentation contained herein, govern this document or content. All company, organization, person, and event references are fictional. Any resemblance to actual companies, organizations, persons, and events is entirely coincidental.