

# Time Card Approvals

Use Time Card Approvals to approve one or more employee time cards.

- ✓ Check the box next to Approve in the first column to select all employees with unapproved time listed on the page. Click Save to approve all employee time cards displayed on the page.
- ✓ To approve one or more time cards but not all time cards, check the box adjacent to the applicable employees and click Save to approve the selected time cards.
- ✓ Click the Employee name link to edit the employee time card before approval.



**Helpful Hint**

Users will only have access to those employees who fall within their security role.

Approve	Employee	Regular	OT1	OT2	Non Work	Total	Missed Punch...	Est. Meal Prems	App. Meal Pre...	EE App	Supv App
<input checked="" type="checkbox"/>	<a href="#">Adams, Marie</a>	16 hrs	0 hrs	0 hrs	8 hrs	24 hrs	0	0 hrs	0 hrs	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<a href="#">Alba, Emily</a>	24 hrs	0 hrs	0 hrs	0 hrs	24 hrs	0	0 hrs	0 hrs	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<a href="#">Allerdyce, Sheppard</a>	16 hrs	0 hrs	0 hrs	16 hrs	32 hrs	0	0 hrs	0 hrs	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<a href="#">Atwood, Julian</a>	24 hrs	0 hrs	0 hrs	0 hrs	24 hrs	0	0 hrs	0 hrs	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<a href="#">Augustine, Connor</a>	24 hrs	0 hrs	0 hrs	0 hrs	24 hrs	0	0 hrs	0 hrs	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Baker, Chet</a>	24 hrs	0 hrs	0 hrs	0 hrs	24 hrs	0	0 hrs	0 hrs	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<a href="#">Barclay, Reginald</a>	24 hrs	0 hrs	0 hrs	0 hrs	24 hrs	0	0 hrs	0 hrs	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<a href="#">Barnes, Jeff</a>	24 hrs	0 hrs	0 hrs	0 hrs	24 hrs	0	0 hrs	0 hrs	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<a href="#">Beckman, Daniel</a>	24 hrs	0 hrs	0 hrs	0 hrs	24 hrs	0	0 hrs	0 hrs	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Bell, Darius</a>	24 hrs	0 hrs	0 hrs	0 hrs	24 hrs	0	0 hrs	0 hrs	<input type="checkbox"/>	<input type="checkbox"/>

# Time Card Approvals

## Access Time Card Approvals

Select Time Card Approvals from the Employees menu, or click the Time Card Approvals icon if on the Supervisor Dashboard.

Use the Search field to find specific screens or employees.

Select Help and then Administrator Training Documents or Employee Training Documents to access user guides and videos.

To save the filter for future use, enter the filter name and click Save.

✓ Hide or display the filter section.  
✓ Filter the display of employees by employee group, payroll policy, salary type, total hours, borrowed employee status, supervisor approved, employee status, and labor levels.

The screenshot shows the Paylocity web interface for 'The Garner Group [CLNT04]'. The navigation menu includes Home, Status Board, Schedules, Time Card Approvals, Reports, Configuration, and Group Time Card. The 'Time Card Approvals' section is active, displaying a filter panel and a table of employee data.

**Filter Panel:**

- Employee Group: Production X
- Payroll Policy: Full Time Hourly X
- Salary Type: Hourly
- Total Hours: -
- Is Borrowed: Display only default ...
- Supervisor Approved: -- All --
- Employee Status: Active
- Division: 400 / Central X
- Branch: 701 / Production X
- Department: 550 / Fulfillment X
- Job: Select Options...

**Table:**

Non Work	Total	Missed Punch...	Est Meal Prems	App Meal Pre...	EE App	Supv App
8 hrs	24 hrs	0	0 hrs	0 hrs	<input type="checkbox"/>	<input type="checkbox"/>
0 hrs	24 hrs	0	0 hrs	0 hrs	<input type="checkbox"/>	<input type="checkbox"/>



# Time Card Approvals

## Choose the Payroll Policy Duration

Time Card Approvals

02/14/2016 - 02/20/2016 | This Week | This Month | Payroll Policy Duration: Use Date Range

Save

Users may also click This Week or This Month for filtering purposes.

Appro...	Employee	Regular	OT2	Non Work	Total	Missed P...	EE App	Supv App
<input checked="" type="checkbox"/>	Pennebaker	32 hrs	0 hrs	0 hrs	32 hrs	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Aldo Jackson	32 hrs	0 hrs	0 hrs	32 hrs	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Alex Lehman	32 hrs	0 hrs	0 hrs	32 hrs	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Alex Volkoff	32 hrs	0 hrs	0 hrs	32 hrs	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Alfred Lee	32 hrs	0 hrs	0 hrs	32 hrs	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Amir Khan	32 hrs	0 hrs	0 hrs	32 hrs	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Select Use Date Range and select the start and end dates via the calendar above the Save button.

Users may also click Current to display the current pay period.

Time Card Approvals

02/14/2016 - 02/20/2016 | Current | Payroll Policy Duration: Full Time Hourly

Save

Click the arrow icons next to the end calendar date to display previous or future pay period date ranges.

Appro...	Employee	Regular	OT1	OT2	Non Work	Total	Missed P...	EE App	Supv App
<input checked="" type="checkbox"/>	Pennebaker	32 hrs	0 hrs	0 hrs	0 hrs	32 hrs	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Aldo Jackson	32 hrs	0 hrs	0 hrs	0 hrs	32 hrs	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Alex Lehman	32 hrs	0 hrs	0 hrs	0 hrs	32 hrs	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Alex Volkoff	32 hrs	0 hrs	0 hrs	0 hrs	32 hrs	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Select the Payroll Policy via the Payroll Policy Duration drop down and select the date range via the calendar above the Save button.

Click the arrow icons next to the end calendar date to display previous or future pay period date ranges.