

## ADP/Enhanced Time & Attendance: Timecards

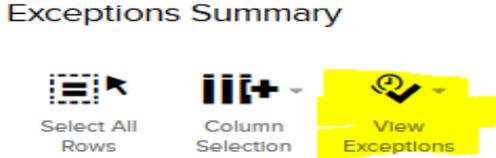
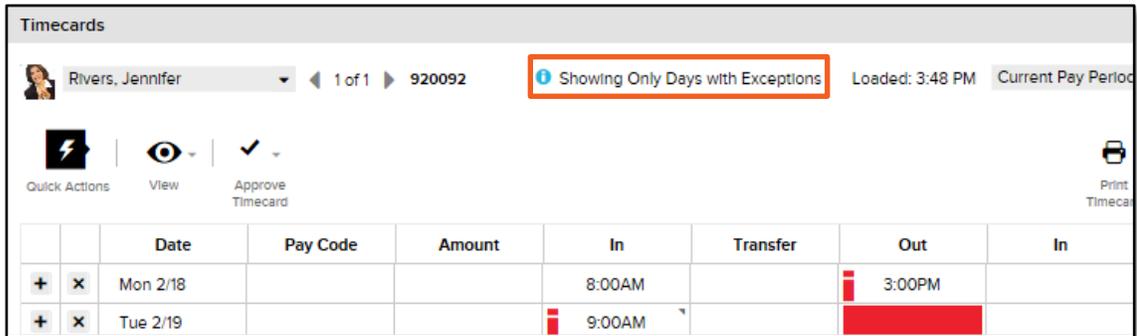
As a manager, you may need to perform several tasks on a daily and weekly basis. Use the step-action tables in this job aid to perform the following tasks.

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## Resolve Exceptions in the Punch Issues Widget

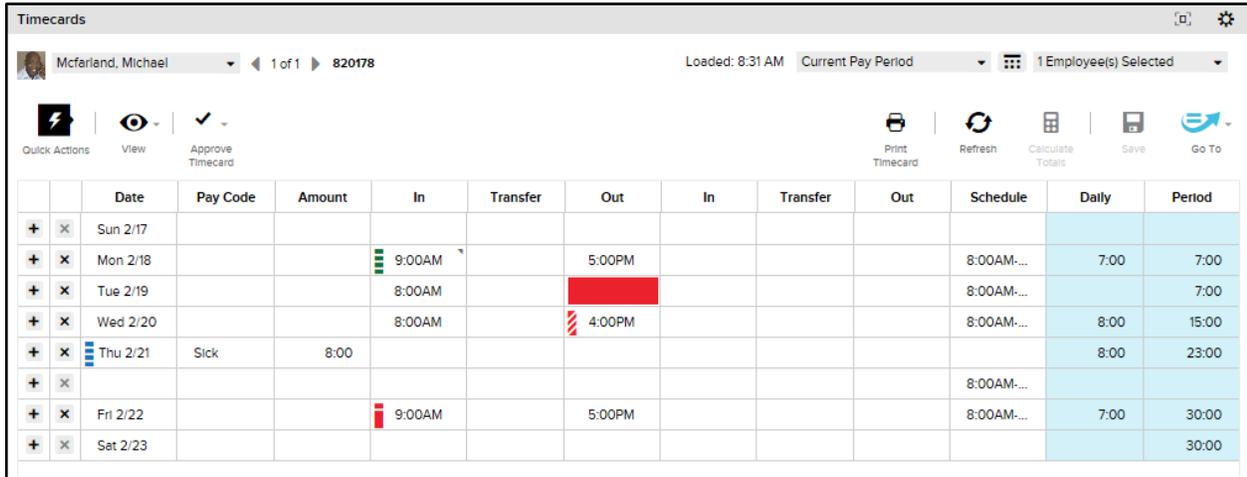
Exceptions highlight unexpected or unusual transactions, such as when an employee works outside his scheduled time frame or scheduled day.

**Starting Point:** Manage My Employees > Punch Issues

Step	Action
1	<p>You can resolve your employees' exceptions in one of the following ways:</p> <ul style="list-style-type: none"> <li>Click an employee's name and in the Punch Issues section, click the gear and Pop Out the Punch Issues widget. <b>Result:</b> You are navigated to the Exceptions Summary page.</li> </ul>  <ul style="list-style-type: none"> <li>Highlight employee and click <b>View Exceptions</b> and select an exception type.</li> </ul>  <p><b>Result:</b> You are navigated to the Timecard widget. You can click through the timecards of the employees who have the selected exception.</p>
2	<p>Or, In the employee's timecard, resolve the exceptions.</p> 
3	<p>Click <b>Save</b>.</p> <p><b>Result:</b> A triangle is displayed in the upper-right corner of the field to indicate that someone other than the employee edited the entry.</p>

## Timecard Exception Indicators

In the employee's timecard, resolve the exceptions by entering, editing, or deleting timecard data.



	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Daily	Period
+ x	Sun 2/17											
+ x	Mon 2/18			9:00AM		5:00PM				8:00AM...	7:00	7:00
+ x	Tue 2/19			8:00AM						8:00AM...	7:00	7:00
+ x	Wed 2/20			8:00AM		4:00PM				8:00AM...	8:00	15:00
+ x	Thu 2/21	Sick	8:00							8:00AM...	8:00	23:00
+ x										8:00AM...		
+ x	Fri 2/22			9:00AM		5:00PM				8:00AM...	7:00	30:00
+ x	Sat 2/23											30:00

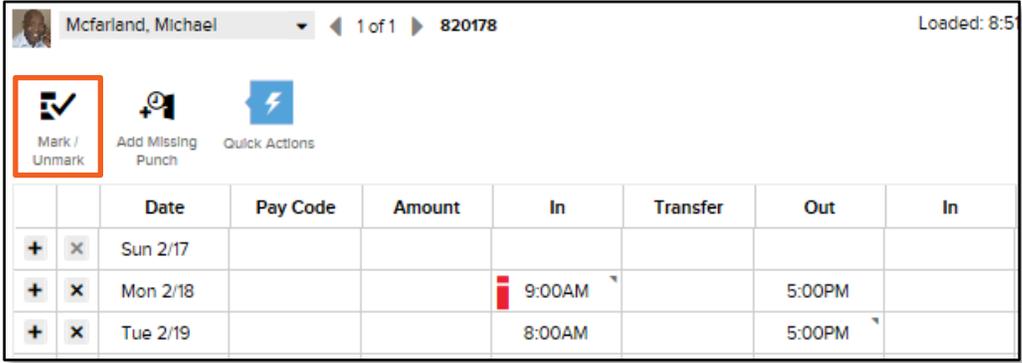
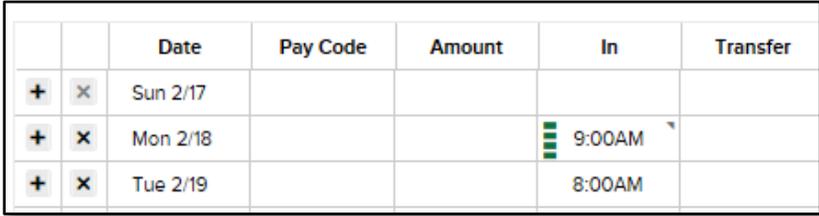
The product uses indicators within the timecard to call attention to timecard exceptions. These indicators include the following:

- A solid red field for missed in punches or out punches.
- A red rectangle (■) for an unexcused exception, such as an absence or a late or early punch. It also indicates a cancelled meal deduction.
- A blue rectangle (■) for an excused exception, such as vacation.
- A green rectangle (■) for when a manager addresses the exception.
- An orange rectangle (■) for when an employee justifies a missing exception.

**Note:** If more than one exception occurs, the color reflects the most severe state of all the exceptions, and the white lines are diagonal (▤).

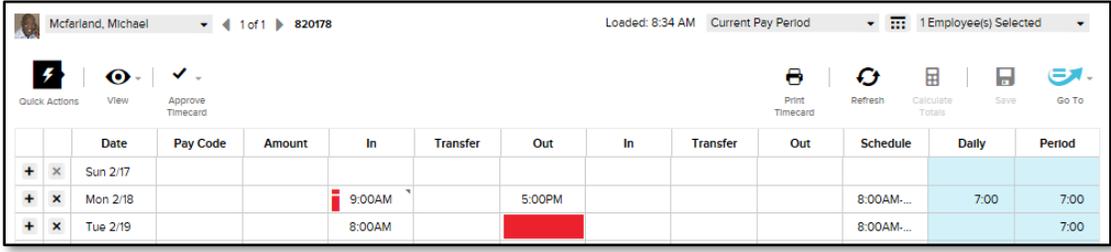
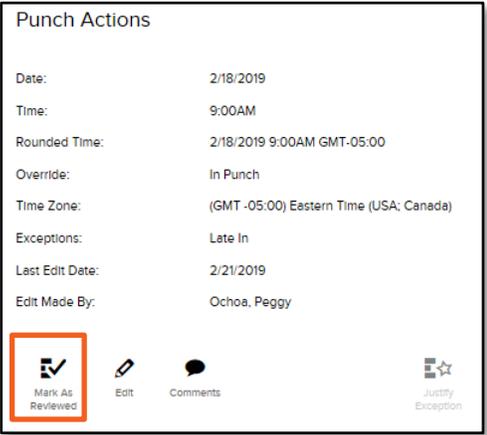
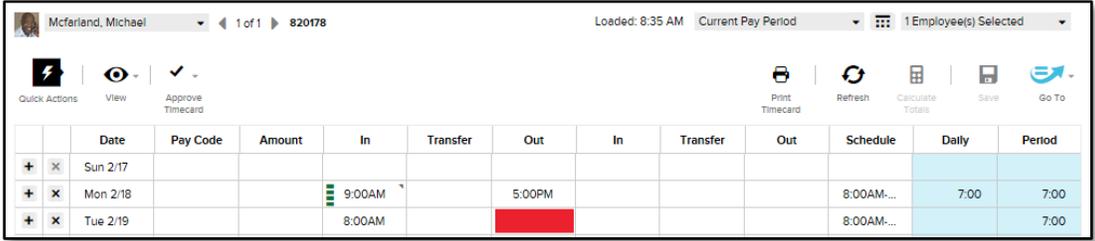
## Mark an Exception as Reviewed Using Quick Actions

Mark unexcused exceptions in timecards to indicate that you have reviewed them and do not want to see them repeatedly in general queries or searches.

Step	Action																																				
1	Access the employee's timecard.																																				
2	<p>Click <b>Quick Actions</b>, and then click <b>Mark/Unmark</b>.</p>  <table border="1"> <thead> <tr> <th></th> <th></th> <th>Date</th> <th>Pay Code</th> <th>Amount</th> <th>In</th> <th>Transfer</th> <th>Out</th> <th>In</th> </tr> </thead> <tbody> <tr> <td>+</td> <td>x</td> <td>Sun 2/17</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>+</td> <td>x</td> <td>Mon 2/18</td> <td></td> <td></td> <td style="background-color: red;">9:00AM</td> <td></td> <td>5:00PM</td> <td></td> </tr> <tr> <td>+</td> <td>x</td> <td>Tue 2/19</td> <td></td> <td></td> <td>8:00AM</td> <td></td> <td>5:00PM</td> <td></td> </tr> </tbody> </table>			Date	Pay Code	Amount	In	Transfer	Out	In	+	x	Sun 2/17							+	x	Mon 2/18			9:00AM		5:00PM		+	x	Tue 2/19			8:00AM		5:00PM	
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3	<p>Click the field with the exception, which is indicated by red rectangle.  <b>Result:</b> The red exception rectangle changes to green, indicating that it has been reviewed.</p>  <table border="1"> <thead> <tr> <th></th> <th></th> <th>Date</th> <th>Pay Code</th> <th>Amount</th> <th>In</th> <th>Transfer</th> </tr> </thead> <tbody> <tr> <td>+</td> <td>x</td> <td>Sun 2/17</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>+</td> <td>x</td> <td>Mon 2/18</td> <td></td> <td></td> <td style="background-color: green;">9:00AM</td> <td></td> </tr> <tr> <td>+</td> <td>x</td> <td>Tue 2/19</td> <td></td> <td></td> <td>8:00AM</td> <td></td> </tr> </tbody> </table> <p><b>Note:</b> You can mark multiple exceptions as reviewed, if necessary.</p>			Date	Pay Code	Amount	In	Transfer	+	x	Sun 2/17					+	x	Mon 2/18			9:00AM		+	x	Tue 2/19			8:00AM									
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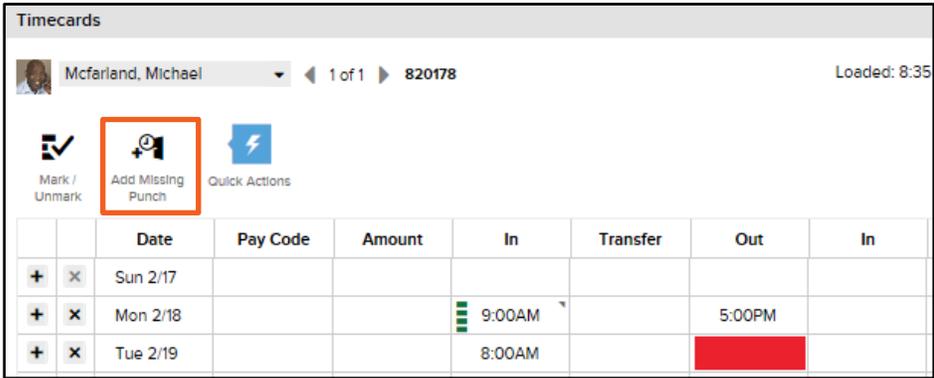
## Mark an Exception as Reviewed

Mark unexcused exceptions in timecards to indicate that you have reviewed them and do not want to see them repeatedly in general queries or searches.

Step	Action
1	Access the employee's timecard.
2	<p>Right-click the <b>In</b> or <b>Out</b> field with the exception indicated by a red rectangle.</p> 
3	<p>In the <b>Punch Actions</b> window, click <b>Mark as Reviewed</b>.</p> <p><b>Result:</b> The red exception rectangle changes to green, indicating that it has been reviewed.</p> 
4	<p>Click <b>Save</b>.</p>  <p><b>Note:</b> To unmark the reviewed punch, right-click the appropriate in or out punch and click <b>Unmark as Reviewed</b>.</p>

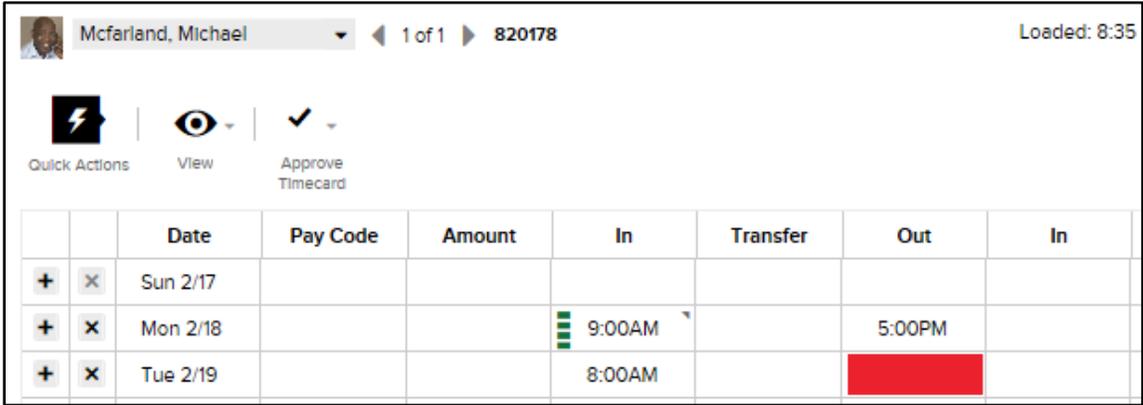
### Add a Missed Scheduled Punch

If an employee missed a punch, you will need to fix the in or out punch. If the missing punch is for a scheduled start or end time, the scheduled time is added to the timecard

Step	Action																																				
1	Access the employee's timecard.																																				
2	<p>Click <b>Quick Actions</b>, and then click <b>Add Missing Punch</b>.</p>  <table border="1"> <thead> <tr> <th></th> <th></th> <th>Date</th> <th>Pay Code</th> <th>Amount</th> <th>In</th> <th>Transfer</th> <th>Out</th> <th>In</th> </tr> </thead> <tbody> <tr> <td>+</td> <td>x</td> <td>Sun 2/17</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>+</td> <td>x</td> <td>Mon 2/18</td> <td></td> <td></td> <td>9:00AM</td> <td></td> <td>5:00PM</td> <td></td> </tr> <tr> <td>+</td> <td>x</td> <td>Tue 2/19</td> <td></td> <td></td> <td>8:00AM</td> <td></td> <td style="background-color: red;">5:00PM</td> <td></td> </tr> </tbody> </table>			Date	Pay Code	Amount	In	Transfer	Out	In	+	x	Sun 2/17							+	x	Mon 2/18			9:00AM		5:00PM		+	x	Tue 2/19			8:00AM		5:00PM	
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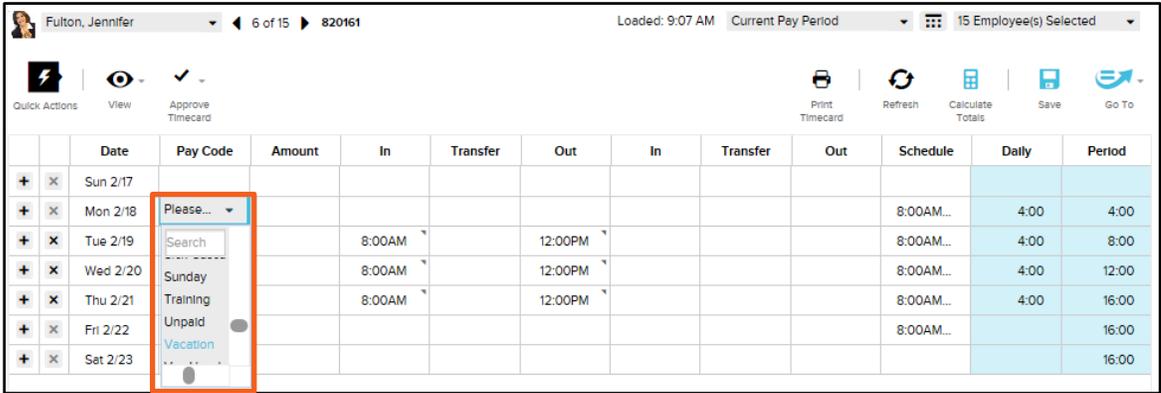
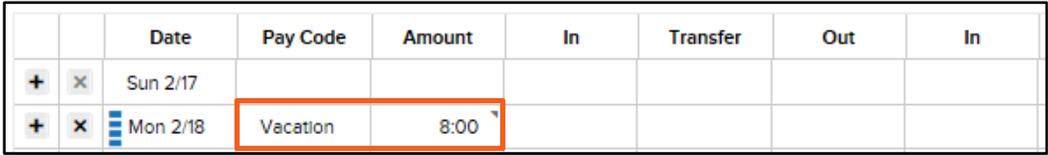
### Enter a Missed Punch

If an employee missed a punch, you will need to fix the in or out punch.

Step	Action																																				
1	Access the employee's timecard.																																				
2	<p>Double-click the <b>In</b> or <b>Out</b> field with the missed punch.</p> <p><b>Note:</b> The field with the missing punch is solid red.</p>  <p>The screenshot shows a timecard for Michael McFarland (ID: 820178). The table below is a representation of the data shown in the screenshot:</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Date</th> <th>Pay Code</th> <th>Amount</th> <th>In</th> <th>Transfer</th> <th>Out</th> <th>In</th> </tr> </thead> <tbody> <tr> <td>+</td> <td>x</td> <td>Sun 2/17</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>+</td> <td>x</td> <td>Mon 2/18</td> <td></td> <td></td> <td>9:00AM</td> <td></td> <td>5:00PM</td> <td></td> </tr> <tr> <td>+</td> <td>x</td> <td>Tue 2/19</td> <td></td> <td></td> <td>8:00AM</td> <td></td> <td style="background-color: red;"></td> <td></td> </tr> </tbody> </table>			Date	Pay Code	Amount	In	Transfer	Out	In	+	x	Sun 2/17							+	x	Mon 2/18			9:00AM		5:00PM		+	x	Tue 2/19			8:00AM			
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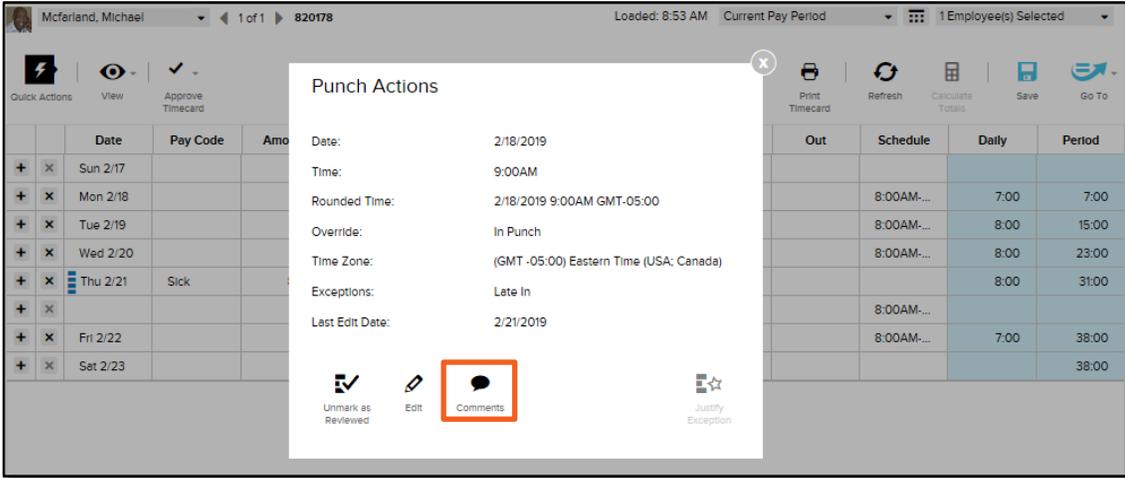
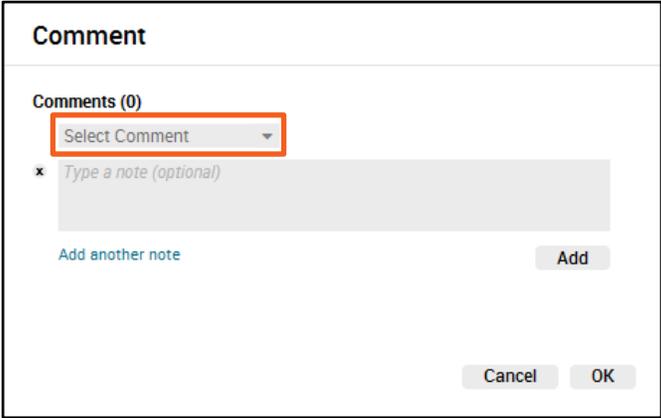
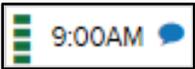
## Add a Pay Code

If you need to enter time for an employee, such as vacation, sick, or bereavement, perform the following steps.

Step	Action
1	Access the employee's timecard. <b>Note:</b> If necessary, add a new row for the appropriate day.
2	In the <b>Pay Code</b> field for the appropriate day, select a pay code. <b>Note:</b> If configured, you can only select the pay codes associated with the employee's access controls and assigned profiles.
	
3	In <b>Amount</b> field, enter the number of hours for the pay code.
4	Click <b>Save</b> .
	

## Add a Comment

Comments provide more information about a punch or an amount.

Step	Action
1	Access the employee's timecard.
2	Right-click the appropriate field to add a comment. You can add a comment to the <b>Amount</b> field, the <b>In</b> field, or the <b>Out</b> field.
3	In the <b>Pay Code Actions</b> window or the <b>Punch Actions</b> window, click <b>Comments</b> . 
4	Select the appropriate comment.  <p><b>Note:</b> Your organization determines which comments are displayed.</p>
5	To include a note, enter a note in the appropriate field and click <b>Add</b> .
6	Click <b>OK</b> . <b>Result:</b> A comment indicator is displayed in the field. 
7	Click <b>Save</b> .

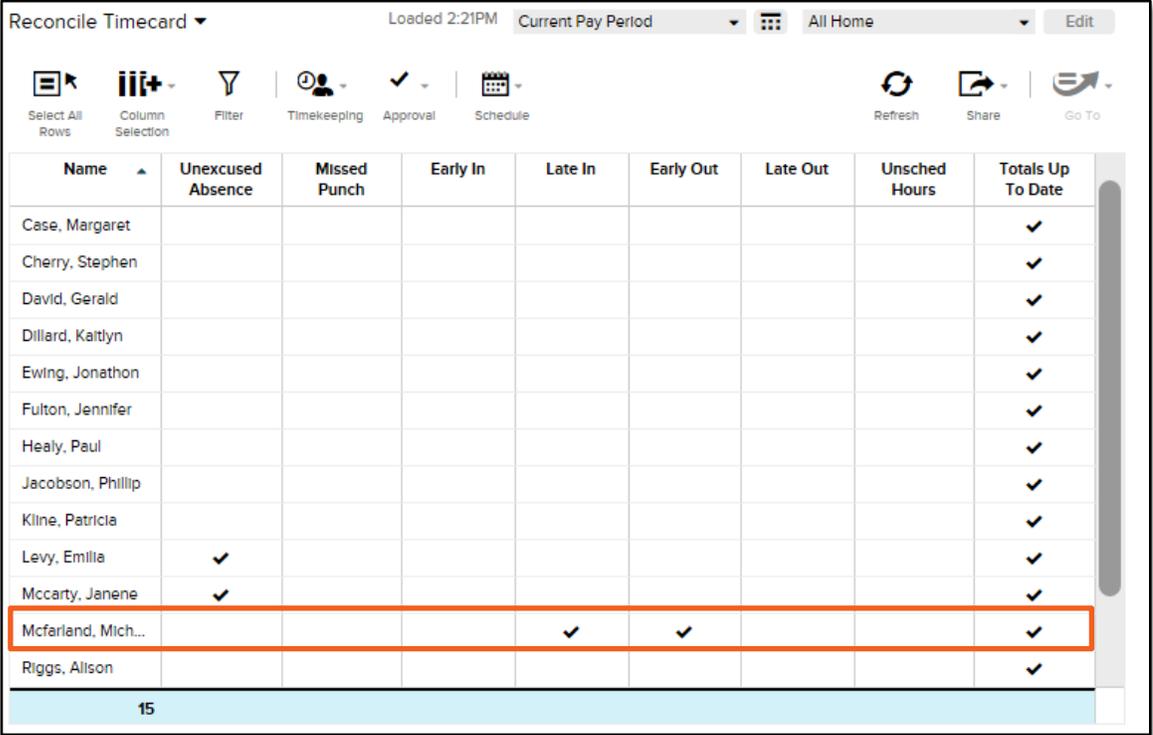
## Edit Employees' Timecards

You will need to make miscellaneous edits to your employees' timecards.

### Access an Employee's Timecards from a QuickNav

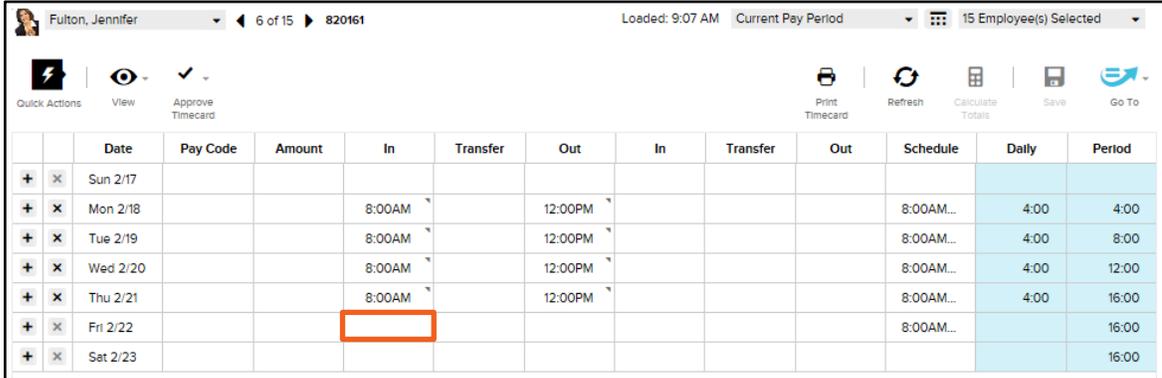
QuickNavs allow you to view all of your assigned employees.

#### Starting Point: QuickNav

Step	Action
1	If necessary, change the time period and HyperFind query.
2	<p>Double-click an employee's name with exceptions to access his or her timecard.</p>  <p><b>Note:</b> To select multiple employees, complete one of the selection options below and then click <b>Go To</b> and select <b>Timecards</b>.</p> <p>Selection options:</p> <ul style="list-style-type: none"> <li>• Select all employees: Click <b>Select All Rows</b>.</li> <li>• Select multiple employees: Press the Ctrl key and select individual employees.</li> <li>• Select a group of employees: Select the first name in the list, press the Shift key, and then select the last employee in the list. All employees between the first and last name will be selected.</li> </ul>

## Enter Time in a Hourly-View Timecard

Sometimes, you will enter or update time in your employees' hourly-view timecards.

Step	Action																																																																																																								
1	Locate the employee's timecard.																																																																																																								
2	For the appropriate date, click the <b>In</b> or <b>Out</b> field.																																																																																																								
	 <p>The screenshot displays a timecard interface for Jennifer Fulton. At the top, it shows 'Fulton, Jennifer', '6 of 15', and '820161'. Below this are navigation icons for 'Quick Actions', 'View', and 'Approve Timecard'. On the right, there are icons for 'Print Timecard', 'Refresh', 'Calculate Totals', 'Save', and 'Go To'. The main table has the following data:</p> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Pay Code</th> <th>Amount</th> <th>In</th> <th>Transfer</th> <th>Out</th> <th>In</th> <th>Transfer</th> <th>Out</th> <th>Schedule</th> <th>Daily</th> <th>Period</th> </tr> </thead> <tbody> <tr> <td>+ x</td> <td>Sun 2/17</td> <td></td> </tr> <tr> <td>+ x</td> <td>Mon 2/18</td> <td></td> <td></td> <td>8:00AM</td> <td></td> <td>12:00PM</td> <td></td> <td></td> <td></td> <td>8:00AM...</td> <td>4:00</td> <td>4:00</td> </tr> <tr> <td>+ x</td> <td>Tue 2/19</td> <td></td> <td></td> <td>8:00AM</td> <td></td> <td>12:00PM</td> <td></td> <td></td> <td></td> <td>8:00AM...</td> <td>4:00</td> <td>8:00</td> </tr> <tr> <td>+ x</td> <td>Wed 2/20</td> <td></td> <td></td> <td>8:00AM</td> <td></td> <td>12:00PM</td> <td></td> <td></td> <td></td> <td>8:00AM...</td> <td>4:00</td> <td>12:00</td> </tr> <tr> <td>+ x</td> <td>Thu 2/21</td> <td></td> <td></td> <td>8:00AM</td> <td></td> <td>12:00PM</td> <td></td> <td></td> <td></td> <td>8:00AM...</td> <td>4:00</td> <td>16:00</td> </tr> <tr> <td>+ x</td> <td>Fri 2/22</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>8:00AM...</td> <td></td> <td>16:00</td> </tr> <tr> <td>+ x</td> <td>Sat 2/23</td> <td></td> <td>16:00</td> </tr> </tbody> </table>		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Daily	Period	+ x	Sun 2/17												+ x	Mon 2/18			8:00AM		12:00PM				8:00AM...	4:00	4:00	+ x	Tue 2/19			8:00AM		12:00PM				8:00AM...	4:00	8:00	+ x	Wed 2/20			8:00AM		12:00PM				8:00AM...	4:00	12:00	+ x	Thu 2/21			8:00AM		12:00PM				8:00AM...	4:00	16:00	+ x	Fri 2/22									8:00AM...		16:00	+ x	Sat 2/23											16:00
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3	Enter the correct time. <b>Note:</b> You can enter time as 8a, 0800 (military time), or 8:00am.																																																																																																								
4	Repeat steps 2 through 3 for each required in or out punch.																																																																																																								
5	Click <b>Save</b> .																																																																																																								

### Add Timecard a Row

To add a new row in a timecard, click  for the appropriate date.

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule
+	×	Sun 2/24									
+	×	Mon 2/25			8:00AM		5:00PM				8:00AM...
+	×	Tue 2/26			8:00AM		12:00PM				8:00AM...
+	×	Tue 2/26									
+	×	Wed 2/27									8:00AM...

### Delete Timecard Data in a Row

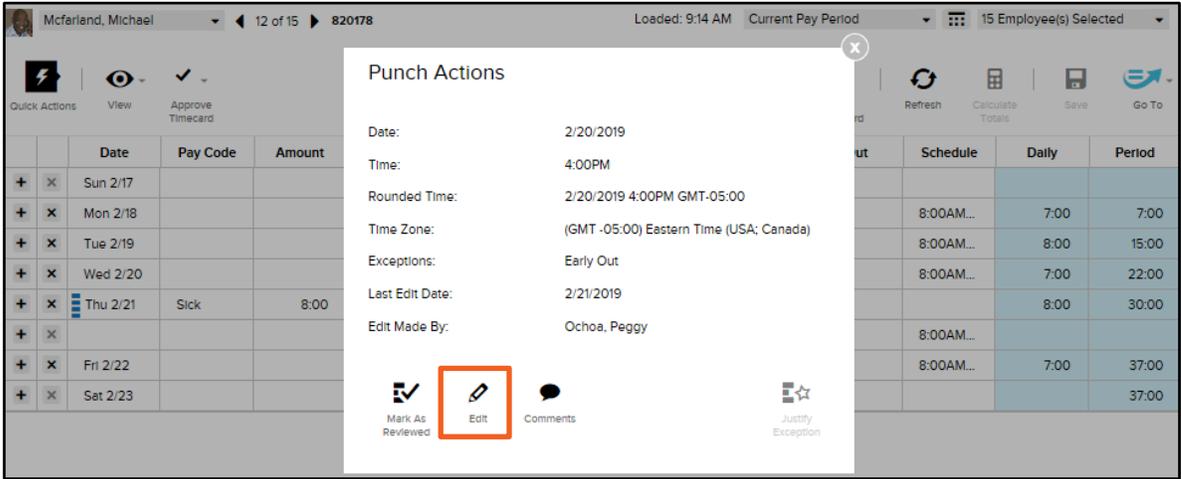
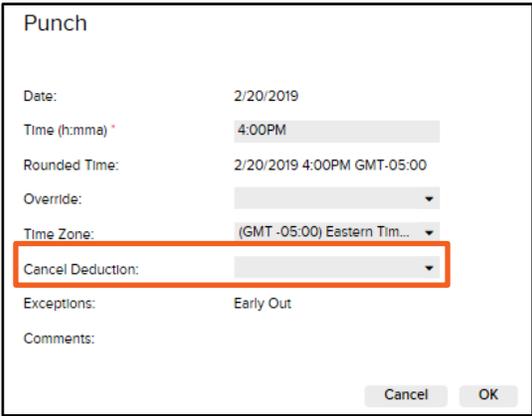
To quickly delete data in a row, click  in the appropriate row. Then, confirm the deletion, if necessary.

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule
+	×	Sun 2/24									
+	×	Mon 2/25			8:00AM		5:00PM				8:00AM...
+	×	Tue 2/26			8:00AM		12:00PM				8:00AM...
+	×	Wed 2/27									8:00AM...

## Cancel an Automatic Meal Deduction

Please delete this section if your organization's configuration does not use this feature.

If an employee works through a break, and meal deductions are automatically deducted from the employee's timecard, you can cancel the meal deduction in the hourly-view timecard.

Step	Action
1	Access the employee's hourly-view timecard.
2	Right-click the <b>In</b> or <b>Out</b> field to cancel a meal deduction.
3	<p>In the <b>Punch Actions</b> window, click <b>Edit</b>.</p>  <p><b>Result:</b> The Punch window opens.</p>
4	<p>In the <b>Cancel Deduction</b> field, select the appropriate option.</p> 
5	<p>Click <b>OK</b>.</p> <p><b>Note:</b> A red rectangle is displayed in the punch field.</p>
6	Click <b>Save</b> .

**Cancel Meal Deductions Notes:**

- If you cancel a deduction that is not assigned to the employee, the product does not remove any break or meal from the shift. For example, if you cancel a 30-minute meal, but a 60-minute deduction was applied to the selected shift, the product makes no adjustment.
- All deductions configured in the product are displayed in the list and not all of the deductions will apply to the selected employee. If you do not know which break or meal rule the employee uses, as displayed in the Cancel Deduction field, then select All. The All selection removes all break or meal deductions from the shift.
- To reverse the cancel deductions, select <None> from the Cancel Deduction field. This will remove the cancelled deduction and return the break or meal to the shift.

## Perform a Labor Account Transfer

If an employee is working in a department or job other than his primary assignment, you must transfer his hours worked to a different account.

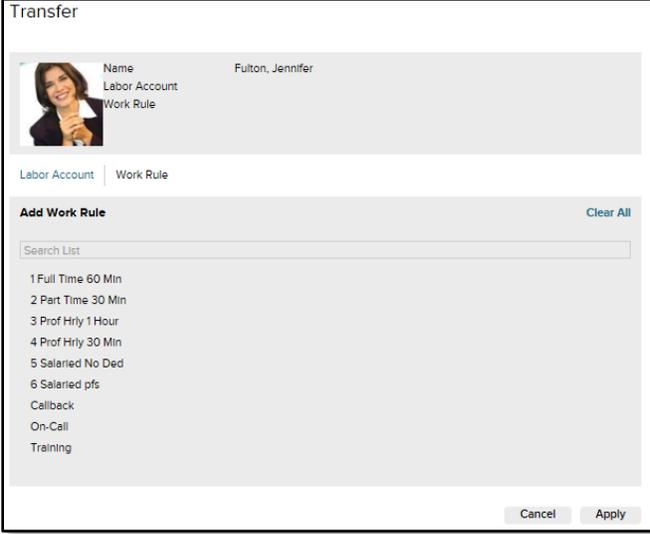
Step	Action																																																																
1	Access the employee's timecard.																																																																
2	<p>In the <b>Transfer</b> field for the appropriate shift, complete one of the following:</p> <ul style="list-style-type: none"> <li>• If available, select the appropriate labor account and skip to step 5.</li> <li>• If the appropriate labor account is not listed, select <b>Search</b> and continue to the next step.</li> </ul>																																																																
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3	<p>In the <b>Transfer</b> window, select the labor-account entries to which the employee's time will be transferred.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p><b>Transfer</b></p> <p>Name EMPLOYEE, TEST</p> <p>Labor Account</p> <p>Work Rule</p> <p>Labor Account   Work Rule</p> <p><b>Add Labor Account</b> <span style="float: right;">Clear All</span></p> <p>Fund ID: <input type="text"/> Job: <input type="text"/></p> <p>Account Code: <input type="text"/> Reserved6: <input type="text"/></p> <p>Segment: <input type="text"/> Reports To: <input type="text"/></p> <p>Project ID: <input type="text"/></p> </div> <div style="width: 35%; border: 1px solid black; padding: 5px;"> <p>The information needed for a labor account transfer are representative of the account that needs to be charged (ex, 115xxx0000xxxxxxx)</p> <p>Fund ID – 11</p> <p>Account Code – 5xxx</p> <p>Segment – 0000</p> <p>Project ID – xxxxxxxx</p> <p>The Reports to area is where you select the supervisor for whom the time is worked</p> </div> </div>																																																																
4	Click <b>Apply</b> .																																																																
5	Click <b>Save</b> .																																																																

**Labor Account Transfer Notes:**

- Multiple labor-account transfers may occur in a single day. If you transfer an employee to another labor account at the beginning of the shift, the entire shift's hours will be transferred unless you transfer the employee back into his or her primary account.
- A new shift automatically defaults to the employee's primary account.

## Perform a Work Rule Transfer

A work rule transfer ensures that the appropriate payroll rules are associated with the worked time. Work rules interpret the way employees' work time is calculated, how their overtime is earned, how their shift differential is paid, and whether or not time is deducted for a meal break. A transfer of a work rule may occur when an employee performs a different job and should be paid according to the work rules of that job.

Step	Action																																																																
1	Access the employee's timecard.																																																																
2	<p>In the <b>Transfer</b> field for the appropriate shift, complete one of the following:</p> <ul style="list-style-type: none"> <li>• If available, select the appropriate work rule and skip to step 5.</li> <li>• If the appropriate work rule is not listed, select <b>Search</b>, and continue to the next step.</li> </ul>																																																																
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3	<p>In the <b>Transfer</b> window, click <b>Work Rule</b> and then select a work rule from the list.</p>																																																																
																																																																	

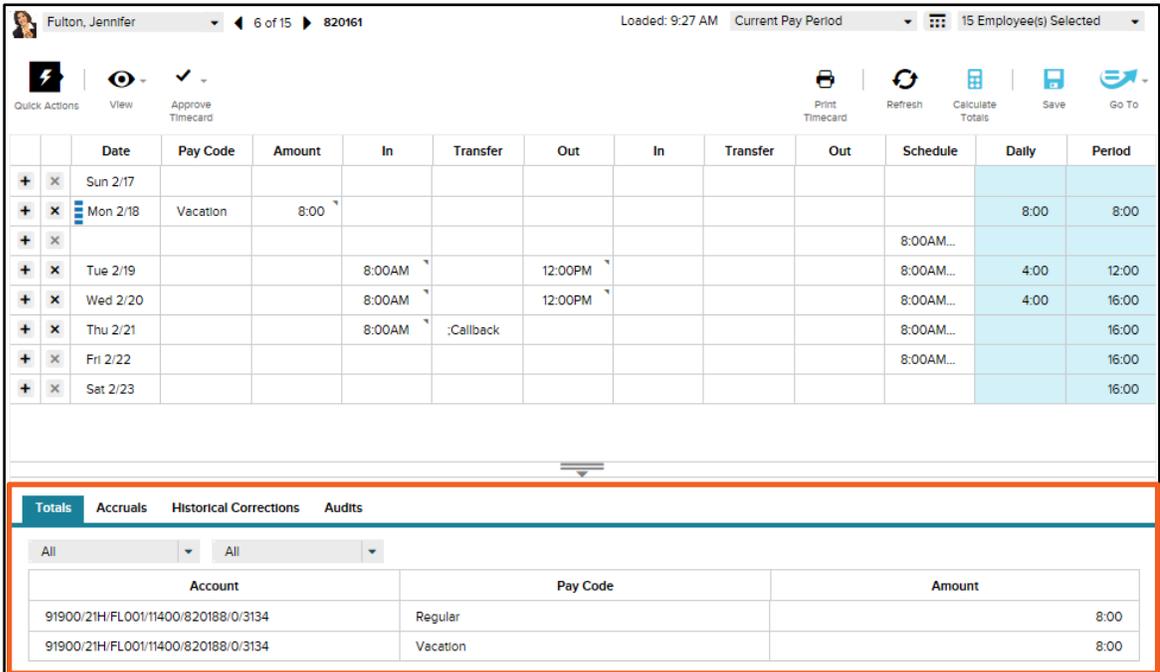
Step	Action
4	Click <b>Apply</b> .
5	Click <b>Save</b> . 

**Work Rule Transfer Notes:**

- If you are transferring an employee’s work rule for a partial shift and the employee works in the home work rule for part of the shift, you must transfer the time back to the home work rule for any remaining hours in the shift.

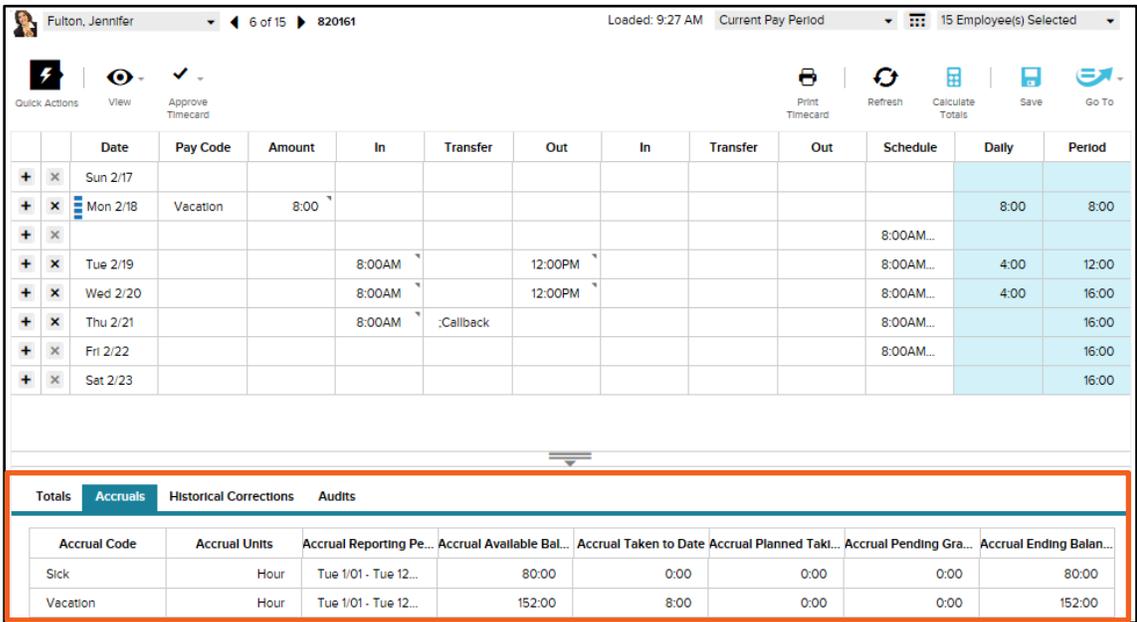
## View Timecard Totals

At the bottom of the timecard, you can view the total hours your employees have worked.

Step	Action
1	Access the employee's timecard.
2	If necessary, click the splitter bar at the bottom of the timecard. <b>Result:</b> The Totals tab is displayed.
3	<p>On the <b>Totals</b> tab, view the timecard for the selected pay period.</p>  <p><b>Note:</b> You can filter the totals by a range of time, such as daily, period to date, or shift. You can also view the totals by account or pay code.</p>

## View Accrual Balances

At the bottom of the timecard, you can view how much time off your employees have accrued.

Step	Action
1	Access the employee's timecard.
2	If necessary, click the splitter bar at the bottom of the timecard. <b>Result:</b> The Totals tab is displayed.
3	Click the <b>Accruals</b> tab.
4	View the employee's accrual balances.  <p><b>Note:</b> Your accrual balances may vary based on the date you select in the Time Period field.</p>

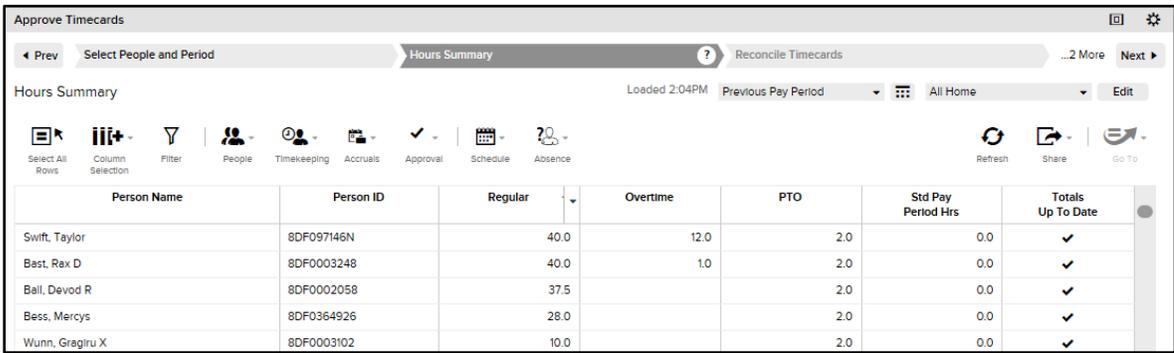
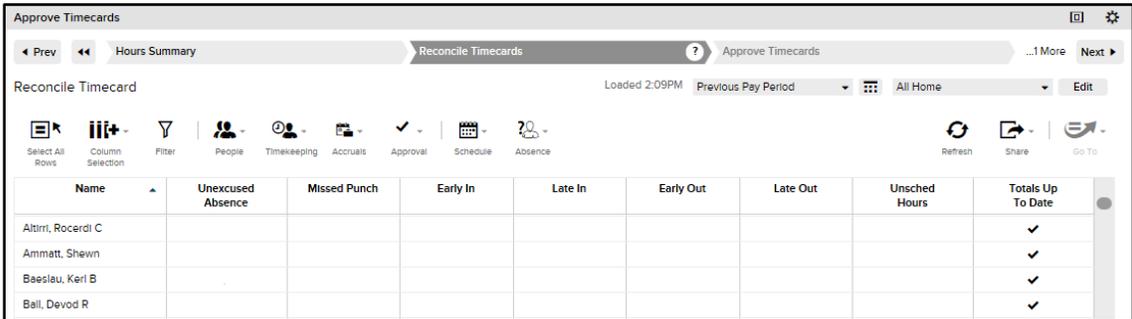
## Finalize Timecards

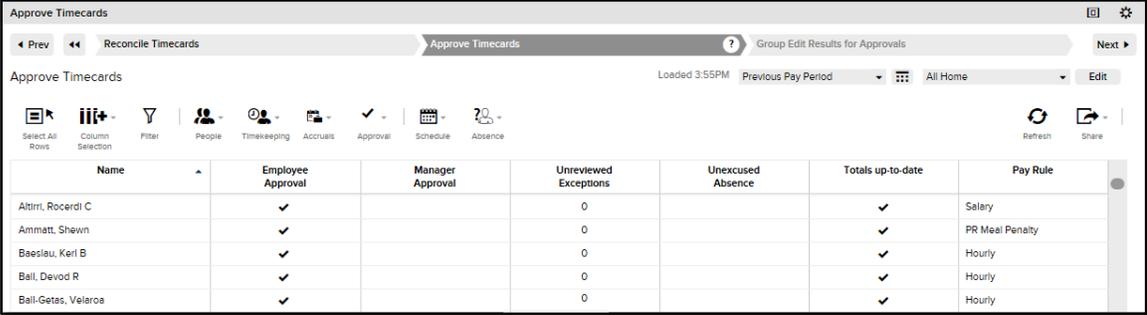
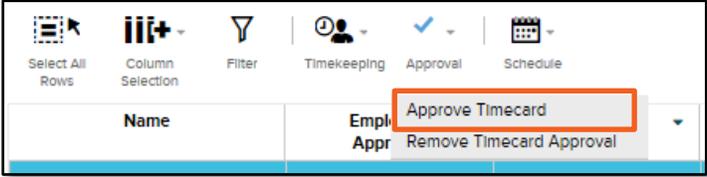
The Timecard Approval wizard combines steps into a single workflow to resolve punch issues, review timecards, approve timecards, and review group edit results.

### Approve Timecards

Timecard approval is an indication of acceptance and indicates that the edits are finished and the timecard is ready for payroll processing. You can approve a timecard for the entire pay period, a specific date, or a range of dates. The employee cannot make changes or additions for any dates a manager has already approved.

#### Starting Point: Manage My Employees

Step	Action
1	In the <b>Related Items</b> pane, select <b>Approve Timecards</b> . <b>Result:</b> The Approve Timecard wizard is displayed.
2	Confirm that the correct HyperFind query and time period are selected in the respective fields. If changes are made, click <b>Save</b> .
3	Click <b>Next</b> .
4	On the <b>Hours Summary</b> chevron, review the hours for the period. 
5	Click <b>Next</b> .
6	On the <b>Reconcile Timecards</b> chevron, confirm that all exceptions have been resolved. 
7	Click <b>Next</b> .

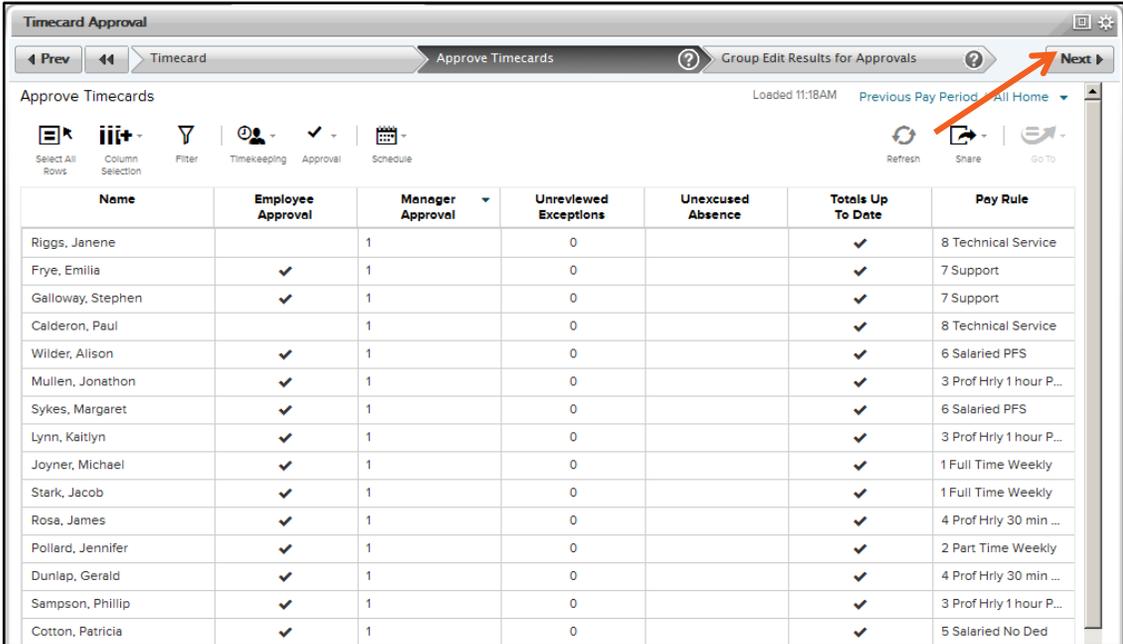
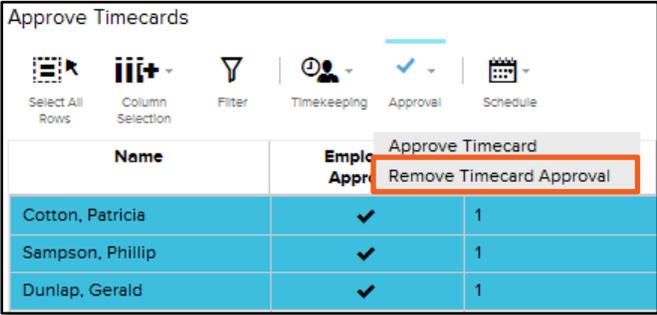
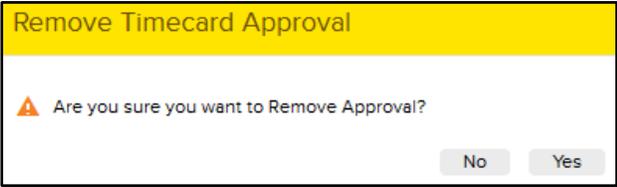
Step	Action
8	<p>On the <b>Approve Timecards</b> chevron, confirm that all employees have approved their timecards. Then, select one or more employees whose timecards you want to approve.</p>  <p>Selection options:</p> <ul style="list-style-type: none"> <li>• Select all employees: Click <b>Select All Rows</b>.</li> <li>• Select multiple employees: Press the Ctrl key and select individual employees.</li> <li>• Select a group of employees: Select the first name in the list, press the Shift key, and then select the last employee in the list. All employees between the first and last name will be selected.</li> </ul>
9	<p>Click <b>Approval</b> and select <b>Approve Timecard</b>.</p> 

Step	Action																																								
10	<p>Click <b>Yes</b> to approve.</p> <p><b>Note:</b> Once you have approved a timecard, you or the employee cannot make any edits to the timecard, unless you remove the approval from the timecard.</p> <div data-bbox="829 359 1409 541" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Approve Timecard</p> <p><span style="color: blue;">i</span> Are you sure you want to Approve?</p> <p style="text-align: right;"> <input type="button" value="No"/> <input type="button" value="Yes"/> </p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th>Name</th> <th>Employee Approval</th> <th style="border: 2px solid orange;">Manager Approval</th> <th>Unreviewed Exceptions</th> <th>Unexcused Absence</th> <th>Totals up-to-date</th> </tr> </thead> <tbody> <tr> <td>Altiri, Rocerdi C</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Ammatt, Shewn</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Baessler, Kerl B</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Bell, Devod R</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> <td></td> <td style="text-align: center;">✓</td> </tr> </tbody> </table> <p><b>Approval Statuses</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Symbol</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">✓</td> <td>Pay period approved or signed off.</td> </tr> <tr> <td style="text-align: center;">1</td> <td>One manager approved.</td> </tr> <tr> <td style="text-align: center;">(Partial)</td> <td>Some days in the selected time period are missing an approval.</td> </tr> <tr> <td style="text-align: center;">1 (Partial)</td> <td>One manager has approved all days in selected time period. A second manager has only approved some days.</td> </tr> </tbody> </table>	Name	Employee Approval	Manager Approval	Unreviewed Exceptions	Unexcused Absence	Totals up-to-date	Altiri, Rocerdi C	✓	1	0		✓	Ammatt, Shewn	✓	1	0		✓	Baessler, Kerl B	✓	1	0		✓	Bell, Devod R	✓	1	0		✓	Symbol	Definition	✓	Pay period approved or signed off.	1	One manager approved.	(Partial)	Some days in the selected time period are missing an approval.	1 (Partial)	One manager has approved all days in selected time period. A second manager has only approved some days.
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11	Click <b>Next</b> .																																								
12	<p>On the <b>Group Edit Results for Approvals</b> chevron, review the details and status of the group edit.</p> <div data-bbox="269 1390 1448 1629" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Approve Timecards</p> <p>◀ Previ Reconcile Timecards Approve Timecards Group Edit Results for Approvals ? Done</p> <p><b>GROUP EDIT RESULTS</b> Last Refreshed: 3/07/2019 4:29PM</p> <p><input type="button" value="Refresh"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Group Edit</th> <th>Date</th> <th>Time</th> <th>User Name</th> <th>Status</th> <th>Results</th> </tr> </thead> <tbody> <tr> <td>Approved Time Period: Previous Pay Period</td> <td style="text-align: center;">3/07/2019</td> <td style="text-align: center;">4:25PM</td> <td style="text-align: center;">jcash</td> <td style="text-align: center;">COMPLETED</td> <td style="text-align: center;">Success:282 Total: 282</td> </tr> </tbody> </table> </div> <p><b>Note:</b> In the <b>Results</b> column, click <b>Details</b> for more information about any failed group edits.</p>	Group Edit	Date	Time	User Name	Status	Results	Approved Time Period: Previous Pay Period	3/07/2019	4:25PM	jcash	COMPLETED	Success:282 Total: 282																												
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13	Click <b>Clear</b> .																																								
14	Click <b>OK</b> to clear the context and start a new timecard approval session.																																								

## Remove an Approval from a Timecard

Removing an approval allows you to edit a timecard. For example, an employee may realize that his timecard contains an error after you approved it. You can also remove an approval from the employee's timecard.

### Starting Point: Manage My Employees > Timecard Approval

Step	Action												
1	<p>Click <b>Next</b> to navigate to the Approve Timecards chevron.</p> 												
2	<p>Select one or more employees for whose timecards you want to remove the approval.</p>												
3	<p>Click <b>Approval</b> and select <b>Remove Timecard Approval</b>.</p>  <table border="1" data-bbox="773 1524 1430 1703"> <thead> <tr> <th>Name</th> <th>Emplo Appr</th> <th>Remove Timecard Approval</th> </tr> </thead> <tbody> <tr> <td>Cotton, Patricia</td> <td>✓</td> <td>1</td> </tr> <tr> <td>Sampson, Phillip</td> <td>✓</td> <td>1</td> </tr> <tr> <td>Dunlap, Gerald</td> <td>✓</td> <td>1</td> </tr> </tbody> </table>	Name	Emplo Appr	Remove Timecard Approval	Cotton, Patricia	✓	1	Sampson, Phillip	✓	1	Dunlap, Gerald	✓	1
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Sampson, Phillip	✓	1											
Dunlap, Gerald	✓	1											
4	<p>Click <b>Yes</b> to remove the approval.</p> 												
5	<p>Access and update the employees' timecards and then approve the employees' timecards.</p>												

## Timecard Colors

The following table shows the meaning of the various timecard, field, and text colors.

Color	Meaning
Light orange	Timecard is approved by the employee and not by the manager.
Yellow	Timecard is approved by the manager and not by the employee.
Green	Timecard is approved by both the employee and the manager.
Gray	Timecard is signed off by an administrator.
Blue	Totals fields are blue and cannot be edited.
Light blue	A field turns light blue when you point to it.
Darker blue	A field turns a darker blue when you select it.
Black	Text is black for all events in the timecard that are not system-generated.
Light purple	System-entered text that cannot be modified.
Dark purple	System-entered text that can be modified.