

# Time Card Approval



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

- ✓ Click Approve to select all employees with unapproved time and click Save to approve all employee time cards displayed on this 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.

**Time Card Approvals** Load Saved Filter ▼ Delete T

Labor Level	Unassigned	Employee Group	▼
Payroll Policy	▼	Salary Type	--All-- ▼
Total Hours	From: <input type="text"/> To: <input type="text"/>	Supervisor Approved	--All-- ▼
Employee Status	Active ▼		

Payroll Policy Duration: California ▼ From 11/02/2014  To 11/08/2014     >>

Approve	Employee ▲	Regular	OT1	OT2	Non Work	Total	Missed Punches	Est Meal Pems	App Meal Pems	EE App	Supv App
<input checked="" type="checkbox"/>	<a href="#">Abel McTieman</a>	40 hrs	0 hrs	0 hrs	0 hrs	40 hrs	0	0 hrs	0 hrs	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Adeola Diallo</a>	32 hrs	0 hrs	0 hrs	8 hrs	40 hrs	0	0 hrs	0 hrs	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Alan Pennebaker</a>	32 hrs	0 hrs	0 hrs	8 hrs	40 hrs	0	0 hrs	0 hrs	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<a href="#">Aldo Jackson</a>	40 hrs	0 hrs	0 hrs	0 hrs	40 hrs	0	0 hrs	0 hrs	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Alex Lehman</a>	32 hrs	0 hrs	0 hrs	8 hrs	40 hrs	0	0 hrs	0 hrs	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Alex Volkoff</a>	32 hrs	0 hrs	0 hrs	0 hrs	32 hrs	0	0 hrs	0 hrs	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<a href="#">Alfred Lee</a>	40 hrs	0 hrs	0 hrs	0 hrs	40 hrs	0	0 hrs	0 hrs	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<a href="#">Amir Khan</a>	40 hrs	0 hrs	0 hrs	0 hrs	40 hrs					
<input checked="" type="checkbox"/>	<a href="#">Annabelle Wu</a>	40 hrs	0 hrs	0 hrs	0 hrs	40 hrs					
<input checked="" type="checkbox"/>	<a href="#">Bart Kilpatrick</a>	40 hrs	0 hrs	0 hrs	0 hrs	40 hrs					
<input type="checkbox"/>	<a href="#">Benjamin Cal</a>	32 hrs	4 hrs	0 hrs	8 hrs	44 hrs					
<input type="checkbox"/>	<a href="#">Blake O'Hara</a>	8 hrs	0 hrs	0 hrs	0 hrs	8 hrs					

Page 1 of 1

- ✓ Approval only applies to the employees displayed on the current page.
- ✓ Use the display drop down to select the number of employees displayed on the current page. Configure the default display in User Preferences.
- ✓ When there are multiple pages of employees, enter the page number or use the arrow icons to access the additional employee pages for approval.

# Time Card Approval



## Access Time Card Approvals

Select Time Card Approvals from the Employees menu or click the Time Card Approvals icon.

Use the Search field to find specific screens or employees.

Garner Group Central [GCLNT04] paylocity Search 1 EA

Applications Home **Employees** Payroll Reports Configuration Help

Home Time Card Schedules Time Off Calendar Punch Map

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

## Filter the Display

Filter the display of employees by labor level, payroll policy, total hours, borrowed employee status, employee group, salary type, supervisor approved, and employee status.

Hide or display the filter section.

Time Card Approvals Load Saved Filter Delete

Labor Level	Unassigned	Employee Group	
Payroll Policy		Salary Type	--All--
Total Hours	From: To:	Supervisor Approved	--All--
Employee Status	Active		

Search Show All Reset Save

Payroll Policy Duration: California From 11/09/2014 To 11/15/2014 << Prev Current Next >>

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

Make a selection from the Payroll Policy Duration drop down to filter by Date Range or Payroll Policy Pay Period.

- ✓ Select Use Date Range and select or enter the start and end dates. Click the arrow icon adjacent to the calendar to display the selected date range.
- ✓ Users may also click Last Month, Last Week, This Week, Next Week, or Next Month to display the selected date range.
- ✓ Select the Payroll Policy and select or enter the date.
- ✓ Click the arrow icon adjacent to the calendar to display the pay period containing the selected date.
- ✓ Users may also click Prev, Current, or Next to display the previous pay period, current pay period, or next pay period.