

## Approve Your Timecard

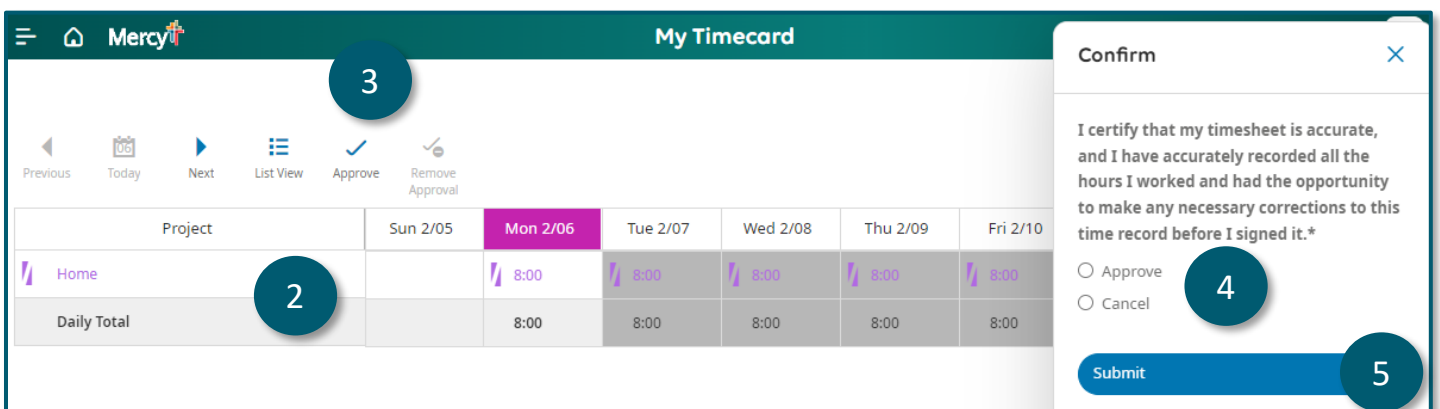
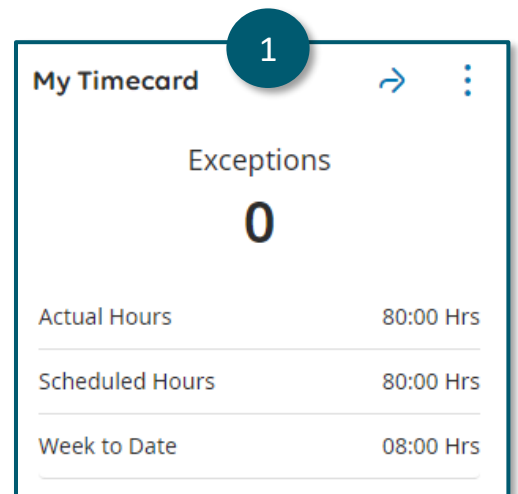
This job aid explains how you can approve your timecard when complete. **At the end of the last worked shift of the pay period, approve/attest to your timecard.**

### About Co-worker Approval

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

### To Approve Your Timecard:

1. Open your timecard and select the appropriate timeframe.
2. Make sure the timecard is accurate. If not, edit timecard.
3. Select **Approve**.
4. A conformation box will appear. If timecard is accurate, select **Approve**.
5. Select **Submit**.



## Table View

Approve the entire timecard. When you approve the entire timecard, the Approve indicator becomes unavailable. The background color of the timecard changes, depending on who has approved it:

**Yellow background**- Timecard approved by co-worker but not by manager.

**Light purple background**- Timecard approved by manager but not by co-worker. This means the leader approved. A leader should never approve a timecard, just sign off. The leader must remove approval.

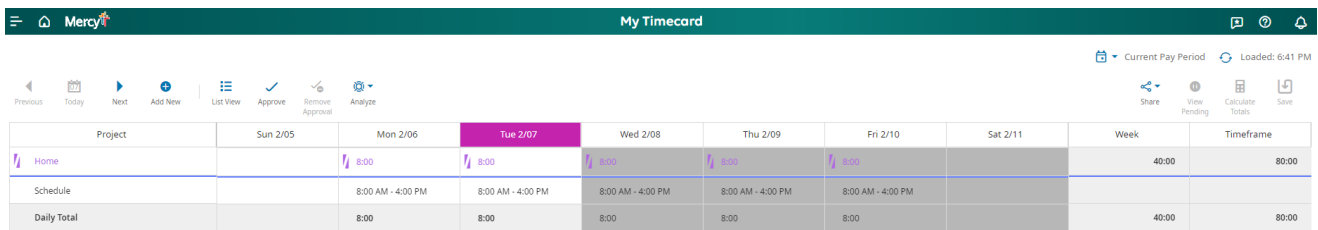
**Green background** - Timecard approved by both co-worker and manager. This means the leader approved. A leader should never approve a timecard, just sign off. The leader must remove approval.

**Gray crosshatch**- Timecard has been signed off by leader and final.

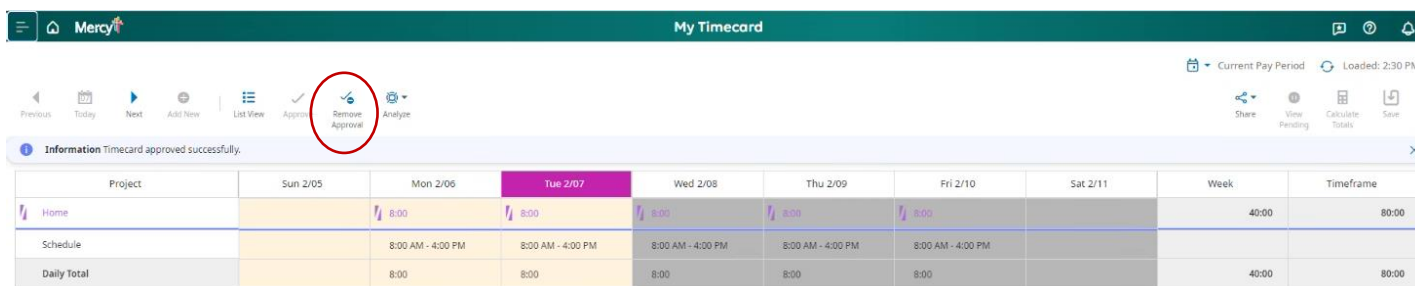
To remove your approval, select Remove Approval. Depending on your access rights, you may not be able to remove approval after your manager has approved the timecard.

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

1. Open your timecard and select the appropriate timeframe.
2. Select Remove Approval.

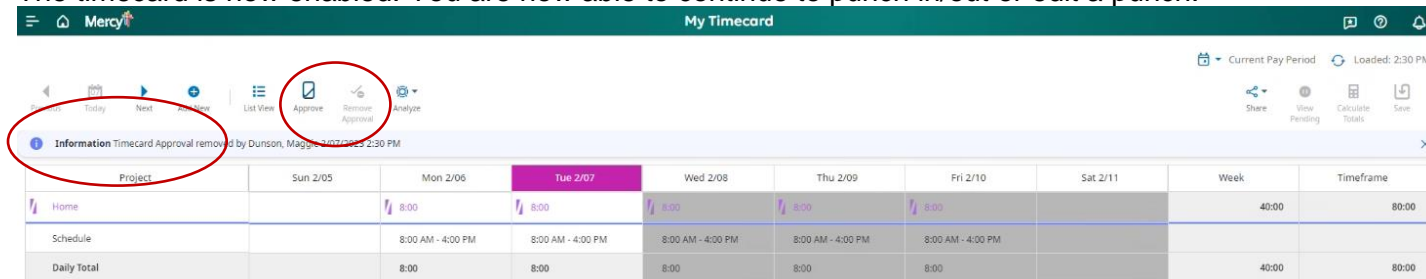


Project	Sun 2/05	Mon 2/06	Tue 2/07	Wed 2/08	Thu 2/09	Fri 2/10	Sat 2/11	Week	Timeframe
Home		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Schedule		8:00 AM - 4:00 PM	8:00 AM - 4:00 PM	8:00 AM - 4:00 PM	8:00 AM - 4:00 PM	8:00 AM - 4:00 PM			
Daily Total		8:00	8:00	8:00	8:00	8:00		40:00	80:00



Project	Sun 2/05	Mon 2/06	Tue 2/07	Wed 2/08	Thu 2/09	Fri 2/10	Sat 2/11	Week	Timeframe
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Daily Total		8:00	8:00	8:00	8:00	8:00		40:00	80:00

3. The timecard is now enabled. You are now able to continue to punch in/out or edit a punch.



Project	Sun 2/05	Mon 2/06	Tue 2/07	Wed 2/08	Thu 2/09	Fri 2/10	Sat 2/11	Week	Timeframe
Home		8:00	8:00	8:00	8:00	8:00		40:00	80:00
Schedule		8:00 AM - 4:00 PM	8:00 AM - 4:00 PM	8:00 AM - 4:00 PM	8:00 AM - 4:00 PM	8:00 AM - 4:00 PM			
Daily Total		8:00	8:00	8:00	8:00	8:00		40:00	80:00