

Manager & Supervisor

Approving Employee Timecards in uTIME

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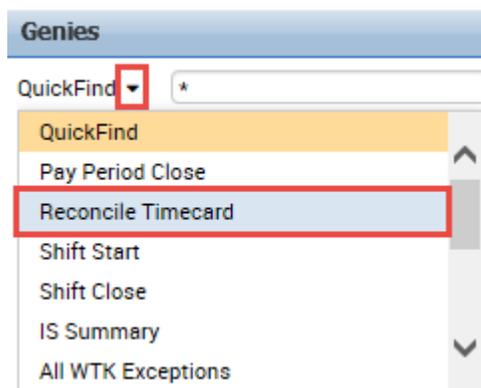
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Overview

Overview Below outlines the steps taken by the Supervisor and Manager to approve the timecards for the hours that an employee worked on a particular shift.

1. Reviewing Timecard

1. On the **Genies Widget**, click  and select **pop-out** to open.
2. On the **Genies** window, select **Reconcile Timecard** by clicking the arrow down



beside **QuickFind**

Approving Employee Timecards

3. In the **Time Period** field, verify that you are viewing the relevant time period.

The screenshot shows the Manager Workspace interface. At the top, there is a navigation bar with 'Manager Workspace' and 'Genies'. Below this, there is a toolbar with various icons for actions like 'Reconcile Timecard', 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', and 'Approval'. A dropdown menu for 'Time Period' is open, showing 'Loaded 9:15AM' and 'Previous Pay Period' (highlighted with a red box). Other options include 'All Home' and 'Edit'. Below the toolbar is a table with columns: Name, Unexcused Absence, Missed In-Punch, Early In, Late In, Early Out, Late Out, Unshed Hours, and Totals Up To Date.

Note: Timecards with missed punches, overtime, early in, etc. should be reviewed and any required changes must be done **before** approving the employee timecards.

4. Select the employee to be reviewed and double-click to go to **Timecards**.
5. Select the timecard with red mark  6:22AM. Then, right-click.

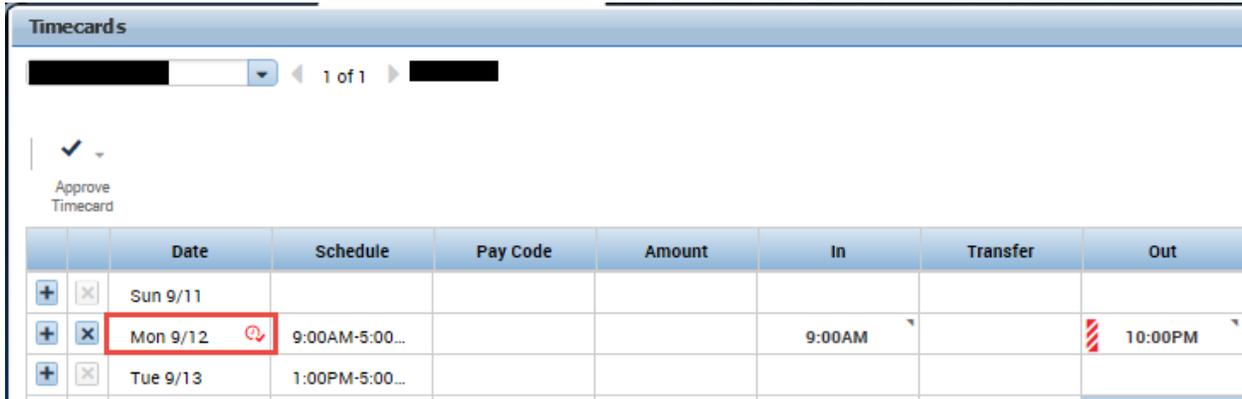
The screenshot shows the Manager Workspace interface with the 'Timecards' view selected. The top bar shows 'Manager Workspace' and 'Timecards'. Below this, there is a navigation bar with 'Timecards' and a dropdown menu for the employee name. A table with columns: Date, Schedule, Pay Code, Amount, In, Transfer, and Out is displayed. The table shows punches for Sun 9/11, Mon 9/12, Tue 9/13, Wed 9/14, and Thu 9/15. A red mark icon is visible next to the punch at 8:00AM on Wed 9/14, which is highlighted with a red box.

Note: All punches with exceptions e.g. *late in, working over the schedule number of hours for the week, etc.* have red mark.

6. On the **Punch Actions** pop-up window, select .
7. The timecard will change to green  6:22AM.
8. Click .

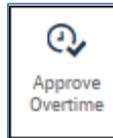
2. Approving Overtime (if applicable)

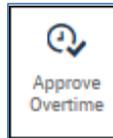
1. On the **Date** column of the timecard, the  overtime red indicator will be displayed if there are some overtime hours which require approval.

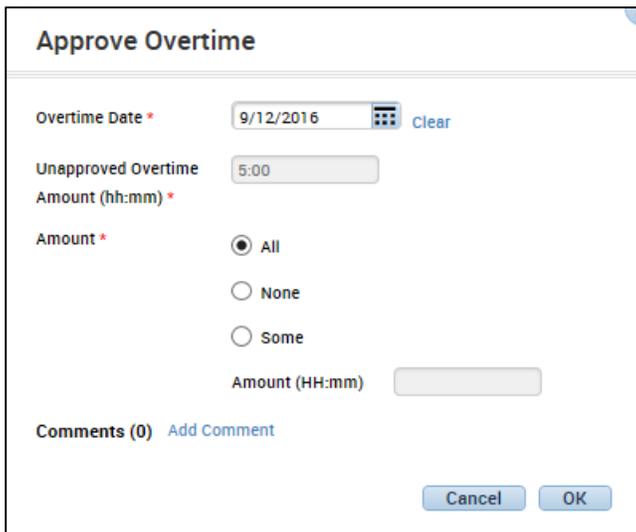


	Date	Schedule	Pay Code	Amount	In	Transfer	Out
+ X	Sun 9/11						
+ X	Mon 9/12 	9:00AM-5:00...			9:00AM		 10:00PM
+ X	Tue 9/13	1:00PM-5:00...					

2. Select the date with overtime indicator and right-click.



3. On **Date Actions** pop-up window, select .
4. On the **Approve Overtime** pop-up window, select applicable **Amount**. If **All** is selected, all the hours in the Unapproved Overtime will be approved. If **None**, no overtime hours will be approved. If **Some**, indicate the number of hours to be approved which is less than the hours in the Unapproved Overtime.



Approve Overtime

Overtime Date *  [Clear](#)

Unapproved Overtime Amount (hh:mm) *

Amount *

All

None

Some

Amount (HH:mm)

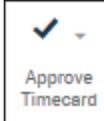
Comments (0) [Add Comment](#)

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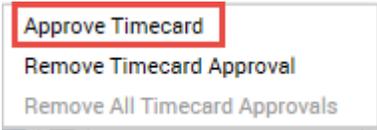
5. Click **Add Comment** if applicable.
6. Click .
7. The overtime indicator will change to green, .
8. Click .

3. Approving Timecard

3.1. Per Employee

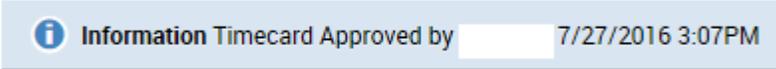
1. On the **Timecards** window, highlight the employee and click .

2. Select **Approve Timecard**



Approve Timecard
Remove Timecard Approval
Remove All Timecard Approvals

3. A notification will be displayed,



Information Timecard Approved by [redacted] 7/27/2016 3:07PM

and the background of the timecard will be color yellow.

3. Approving Timecard

3.2. All Employee

1. Once **all** the timecards have been reviewed and saved, go to **QuickFind** and enter

asterisk (*),

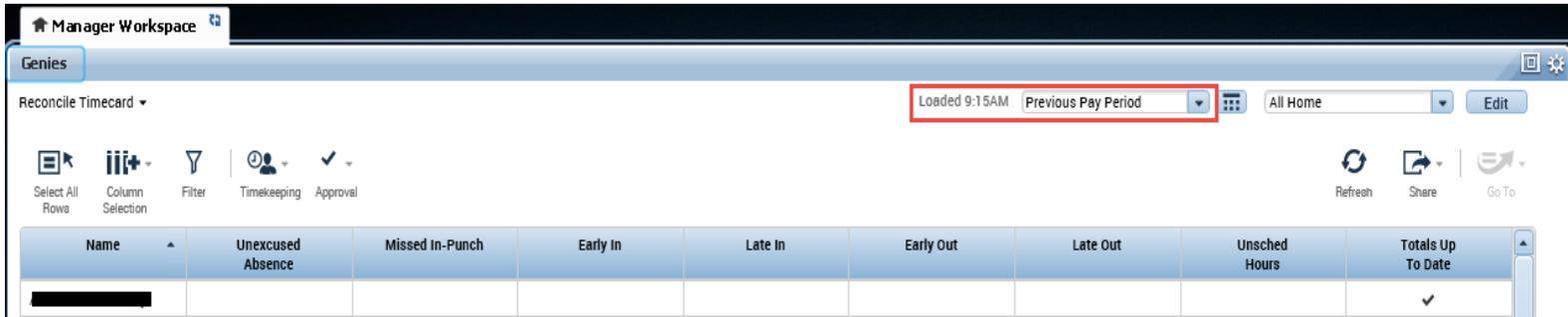


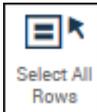
QuickFind | *

2. Click  to display all your employees.

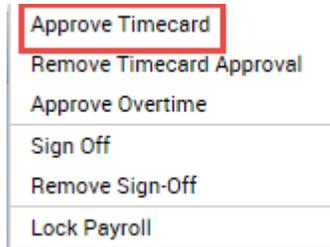
Approving Employee Timecards

3. In the **Time Period** field, verify that you are viewing the relevant time period.



4. Click  to select all your employees.

5. Click  and select **Approve Timecard**.



6. On the **Approve Timecard** pop-up window, select **Yes** to confirm that all timecards of all selected employees will be approved.