UNIVERSITY OF
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Approving Timecards in uTime for Timestamp Employee and Timestamp & Hourly Employee on a Mobile Device (Android)
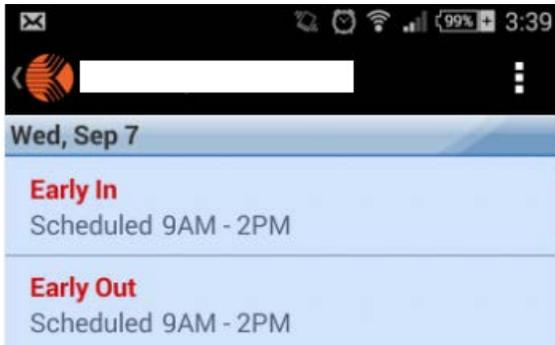
Contents

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 for timestamp employee and timestamp & hourly employee on an Android device.

1. Review Timecards

1. On the **Home Screen,** select the .
2. On the Timecard Exceptions screen, select the employee to be reviewed.
3. The Timecard Exception for the selected employee will be displayed. Select the exception. In the example below, the exception is **Early In** and **Early Out.**

4. On the Resolve Exception screen, click [Reviewed] to mark as reviewed.

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

5. Once all exceptions have been reviewed for the selected employee, click [Save] to save.

6. Click [   ] to go to Timecard Exceptions.

7. Click [   ] to refresh the screen.

8. Click to go to Home screen.

2. Approve Timecards

1. Select
2. Select the employee to be approved.
3. On the employee timecards, click **Approve** on the bottom right of the screen.

   Note: Timecards that have no exceptions can be approved by clicking **Approve Clean** on the Manage Timecards screen.

4. Click to return to Home screen.