

Approving Employee Timecards in uTime for Duration Employee on a Mobile Device (iPhone)

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Overview

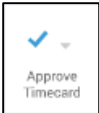
Approving Timecards

Overview

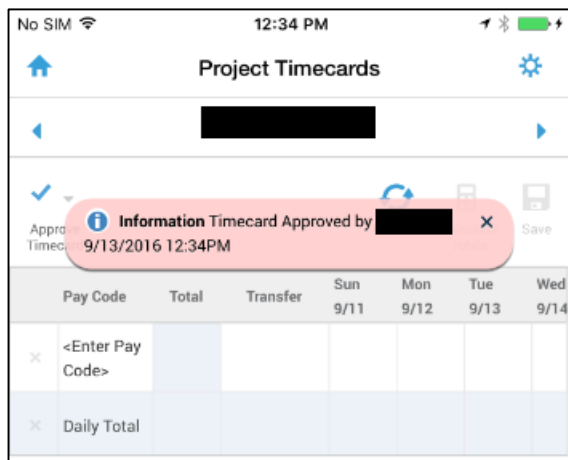
Overview Below outlines the steps taken by the Supervisor and Manager to approve the timecards for the hours that an employee worked on a particular shift for a duration employee on an iPhone device.

Approving Timecards


1. On the **Home Screen**, select the .
2. The timecard per employee will be displayed.

3. Click  and select **Approve Timecard**.
4. An information will be displayed that the timecard has been approved.

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5. Click the arrow to the right to go to the next employee. Repeat steps 3-5 for the rest of the employee to be approved. Otherwise, proceed to step 6.

6. Click  to go to Home screen.