

Approving Timecards in uTime for Timestamp Employee and Timestamp & Hourly Employee on a Mobile Device (iPhone)

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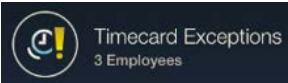
Overview

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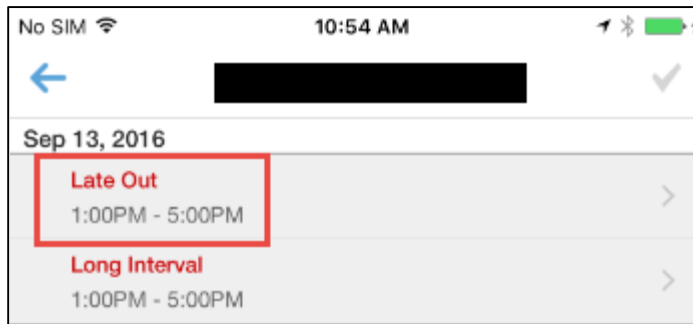
Overview

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

1. Review Timecards


1. On the **Home Screen**, select the . The icon shows a clock with an exclamation mark and the text 'Timecard Exceptions 3 Employees'.
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 **Late Out**.

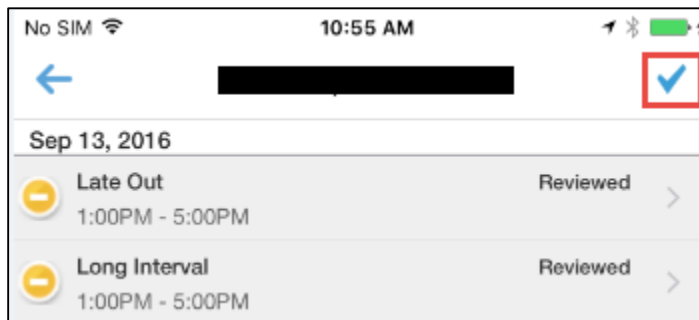
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4. On the Resolve Exception screen, click  to mark as reviewed.


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  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.

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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.