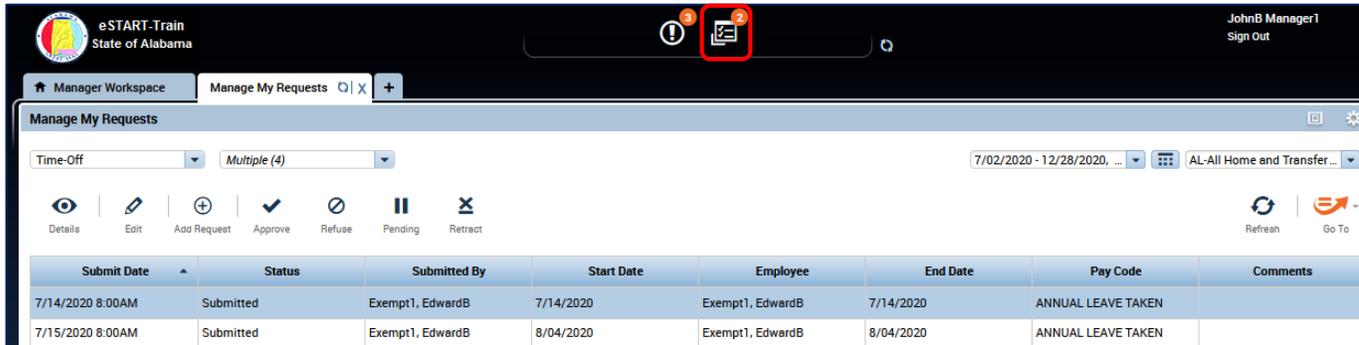


## Reviewing Time Data at the End of the Pay Period

Preparing to approve the timecards is extremely important to ensure that your employee's time and leave events are accurate. Several tools are available in eSTART to aid in this process.

### Manage My Requests

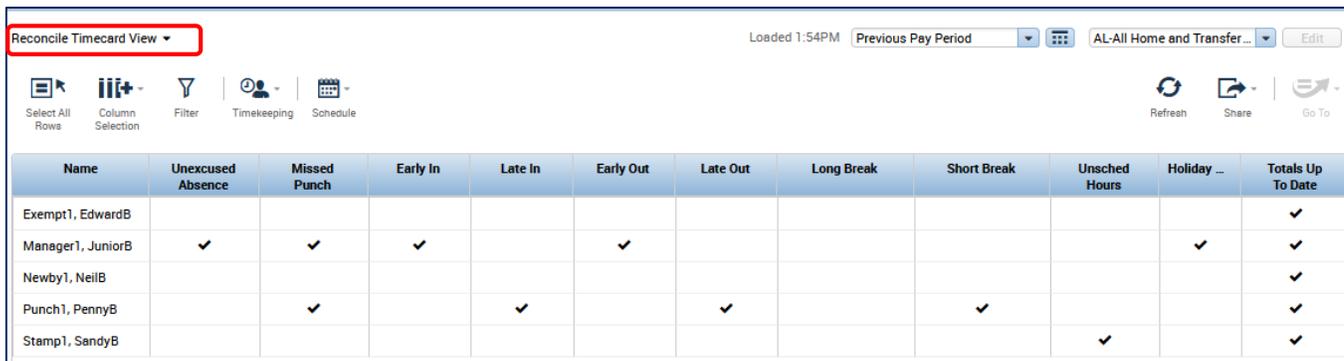
Access the **Manage My Requests** widget to ensure that all time off requests have been appropriately acted upon. This widget is accessed from the **Request Manager Alert** icon, from **Go To>Manage My Requests** or from **Related Items>Manage My Requests**. Any requests in Submitted, Pending, Cancel Submitted or Cancel Pending status must be addressed



Submit Date	Status	Submitted By	Start Date	Employee	End Date	Pay Code	Comments
7/14/2020 8:00AM	Submitted	Exempt1, EdwardB	7/14/2020	Exempt1, EdwardB	7/14/2020	ANNUAL LEAVE TAKEN	
7/15/2020 8:00AM	Submitted	Exempt1, EdwardB	8/04/2020	Exempt1, EdwardB	8/04/2020	ANNUAL LEAVE TAKEN	

### Reconcile Timecard

The **Reconcile Timecard** widget helps you to identify timecard discrepancies at the end of a pay period so that you can perform final edits. You must correct all exceptions before timecards are signed off by Administrators. Otherwise, employees may not get paid correctly for that pay period. This view is accessed from the **Manager Workspace**.



Name	Unexcused Absence	Missed Punch	Early In	Late In	Early Out	Late Out	Long Break	Short Break	Unsched Hours	Holiday ...	Totals Up To Date
Exempt1, EdwardB											✓
Manager1, JuniorB	✓	✓	✓		✓					✓	✓
Newby1, NeilB											✓
Punch1, PennyB		✓		✓		✓		✓			✓
Stamp1, SandyB									✓		✓

### Employee Hours View

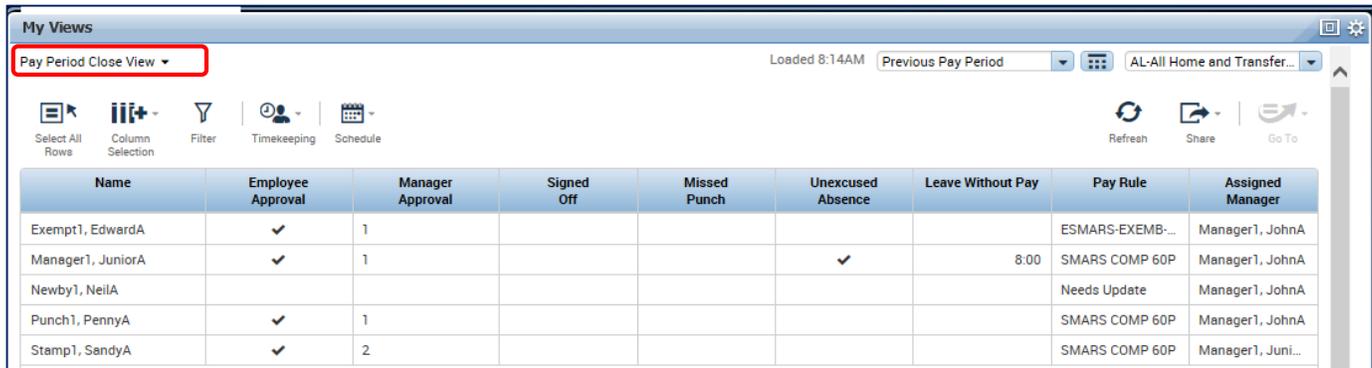
The **Employee Hours View** widget is useful for verifying that your employees have the correct number of hours for the pay period. Any compensatory time or overtime earned by an employee may be viewed here as well. This view is accessed from **My Views>Employee Hours View**.



Person Name	Perso...	Pay Rule	Regular Hours	Non Worked...	Reg & Non W...	OT 1.5	OT 1.0	Comp 1.5	Comp 1.0	Total Hours
Exempt1, EdwardA	10101	ESMARS-EXEMB-EXE...	71:00	10:00	81:00					81:00
Manager1, JuniorA	10301	SMARS COMP 60P	64:00	16:00	80:00					80:00
Newby1, NeilA	10501	Needs Update								
Punch1, PennyA	10201	SMARS COMP 60P	72:00	8:00	80:00			0:30		80:30
Stamp1, SandyA	10401	SMARS COMP 60P	70:00	8:00	78:00					78:00

## Pay Period Close View

The **Pay Period Close** widget is also useful for making a final review of your employee time records and displays indicators for employee and manager approvals. This view is accessed from **My Views>Pay Period Close View**.



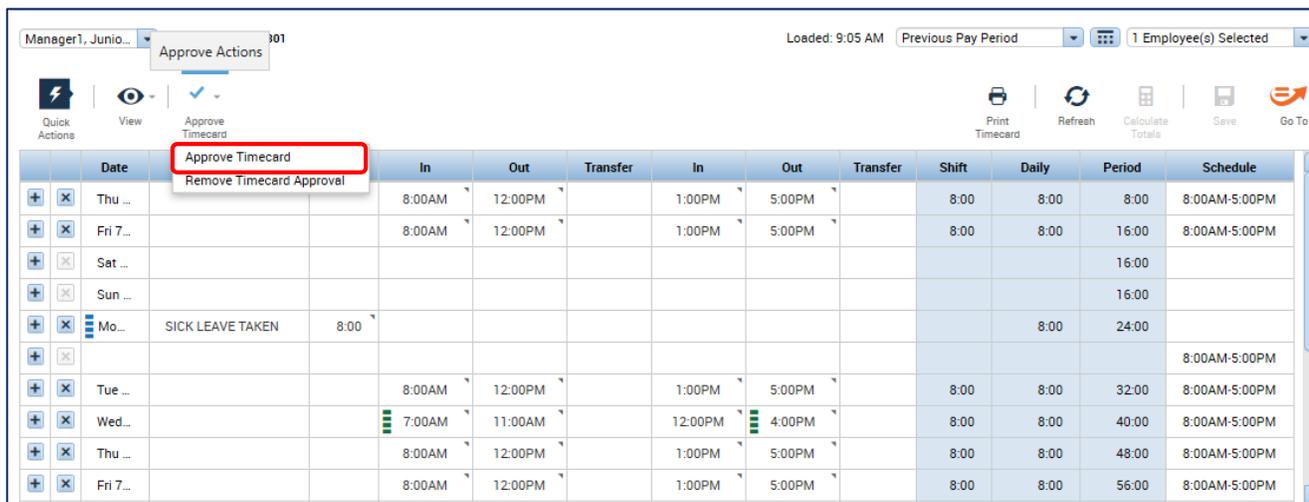
Name	Employee Approval	Manager Approval	Signed Off	Missed Punch	Unexcused Absence	Leave Without Pay	Pay Rule	Assigned Manager
Exempt1, EdwardA	✓	1					ESMARS-EXEMB...	Manager1, JohnA
Manager1, JuniorA	✓	1			✓	8.00	SMARS COMP 60P	Manager1, JohnA
Newby1, NeilA							Needs Update	Manager1, JohnA
Punch1, PennyA	✓	1					SMARS COMP 60P	Manager1, JohnA
Stamp1, SandyA	✓	2					SMARS COMP 60P	Manager1, Juni...

## Approve Timecard

After you finish editing your employees' timecards, you must approve them to indicate to Payroll that they are ready for processing.

**NOTE:** All manager approvals must be removed before edits can be made to the timecard.

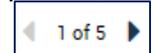
1. From any of the above widgets, select the desired employee group from the Show drop-down.
2. Select **Previous Pay Period** from the Time Period drop-down.
3. Select all employees using the **Select All Rows** icon.
4. Click **Go To>Timecards**.



Date	In	Out	Transfer	In	Out	Transfer	Shift	Daily	Period	Schedule
Thu ...	8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	8:00	8:00AM-5:00PM
Fri 7...	8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	16:00	8:00AM-5:00PM
Sat ...									16:00	
Sun ...									16:00	
Mo... SICK LEAVE TAKEN	8:00							8:00	24:00	
Tue ...	8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	32:00	8:00AM-5:00PM
Wed...	7:00AM	11:00AM		12:00PM	4:00PM		8:00	8:00	40:00	8:00AM-5:00PM
Thu ...	8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	48:00	8:00AM-5:00PM
Fri 7...	8:00AM	12:00PM		1:00PM	5:00PM		8:00	8:00	56:00	8:00AM-5:00PM

5. Review the timecard and address any exceptions that have not previously been edited. Reviewed or edited exceptions are now green and dates for excused absences are blue.
6. Select **Approve Timecard>Approve Timecard**.

**NOTE:** If the employee has approved the timecard, the color of the timecard will change to light green. If the employee has not approved, the color will be yellow.

7. Click the scroll button  to page forward to review/approve the next employee timecard. Continue until all timecards have been approved.