Approve Timecards - Managers

Reviewing Time Data at the End of the Pay Period
Preparation 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.

Reconcile Timecard
The Reconcile Timecard widget helps you 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.

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.
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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.
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.