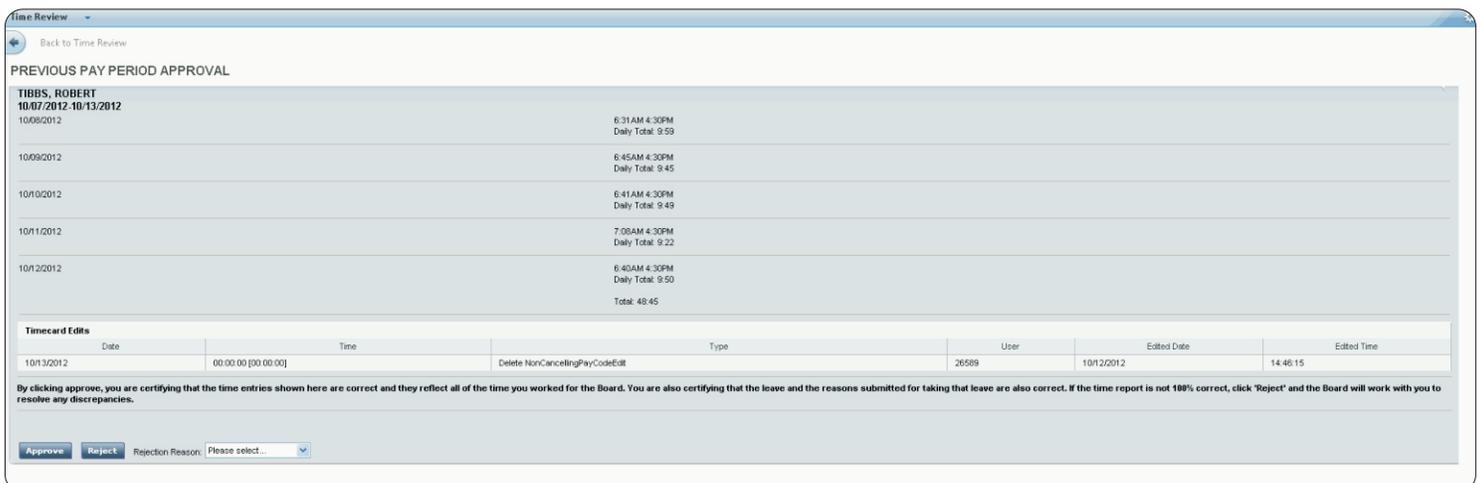
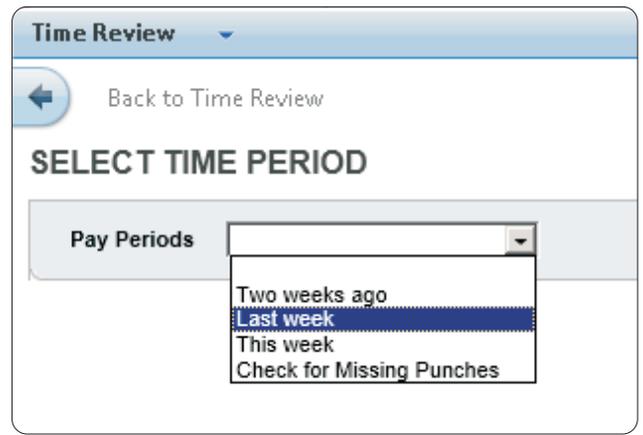




### Time Review & Approval using the Navigator

- 1 Click **Time Review** in the Related Items area.
- 2 Choose **Pay Period** that you are wanting to review and approve from the drop down menu. If you are approving last week then you will choose **Last Week**.
- 3 Review **Pay Period Approval** screen as shown for the week selected. Make sure all punches are correct as well as any leave taken. If there are any missed punches or missing leave time then your time and/or attendance will need to be modified before final approval.
- 4 Once all time and attendance for the pay period selected is correct, review the **Attestation Statement** certifying that the above time entries are correct and click **Approve**.



## Time Review & Approval using the InTouch

- 1** Press the **Review Time-Correct Missed Punch** soft key.
- 2** Swipe your **Badge** or enter your badge **ID number** and **Scan Finger**.
- 3** Select **Time Period** that you are reviewing and approving. In most instances you will be choosing **Last Week**.
- 4** Review **Timecard** as shown on the screen to ensure accuracy. You can press any day during the pay period that you have selected to view details. Make sure all punches are correct as well as any leave taken. If there are any missed punches or missing leave time then your time and/or attendance will need to be modified before final approval. If all entries are correct, press **Continue**.
- 5** Click **Approve** once all entries have been reviewed and are accurate.
- 6** Review **Attestation Statement** certifying that all entries are correct and Press **Approve**.

