

## **Employee Time Review & Approval**

## 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 👻					
Back to Time Review					
SELECT TIME PERIOD					
Pay Periods					
	Two weeks ago				
	This week				
	Check for Missing Punches				
、 、					

Time Review 👻						
Back to Time Review						
PREVIOUS PAY PERIOD APPRO	VAL					
TIBBS, ROBERT						
10/08/2012		6:31AM 4:30PM Daily Total: 9:59				
10/09/2012	10092012 6 45AM 4:30PM Daily Total: 945					
10/10/2012	10/10/2012 6-41AM 4:309M Daily Total: 9:49					
10/11/2012	10/1/2012 708AM 4:30PM Dely Total 9:22					
10/12/2012	10/12/01/2 6 4/0.4/4 4/0/9/M Daily Total 9/50					
		Total: 48:45				
Timecard Edits						
Date	Time	Туре		User	Edited Date	Edited Time
10/13/2012	00:00:00 [00:00:00]	Delete NonCancelingPayCodeEdit		26589	10/12/2012	14:46:15
By clicking approve, you are certifying that the time entries shown here are correct and they reflect all of the time you worked for the Board. You are also certifying that the leave and the reasons submitted for taking that leave are also correct. If the time report is not 100% correct, click 'Reject' and the Board will work with you to resolve any discrepancies.						
Approver Rejection Reason, Please select.						



## **Employee Time Review & Approval**

## Time Review & Approval using the InTouch

- 1 Press the **Review Time-Correct Missed Punch** soft key.
- 2 Swipe your **Badge** <u>or</u> 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.

*	Timecard Approval By clicking approve, you are certifying here are correct and they reflect all t Board. You are also certifying that the submitted for taking that leave are al responsibility to correct missed punch time reported is not 100% correct, plc chadley@bcbe.org and the Board will v discrepancies.	that the time entries shown he time you worked for the leave and the reasons los correct. It is your es and leave requests. If the ease email (indy Hadley at work with you to resolve any	
	Back	Approve	



Review Time - Correct Missed Punch	- Test, Test me Period
Two weeks ago	
Last week	•
This week	
Check for Missing Punches	

Review Time-Correct Missed Punch - CAMP, DEBORAH							
*			Previous Pa	ay Period Ap	oproval 9/10	6/2012-9/2	2/2012
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
16	17	18	19	20	21	22	
	8:00AM 12:00PM	8:00AM 12:00PM	8:00AM 12:00PM	8:00AM 12:00PM	8:00AM 12:00PM		
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Ţ
23	24	25	26	27	28	29	
	Continue				ue		

