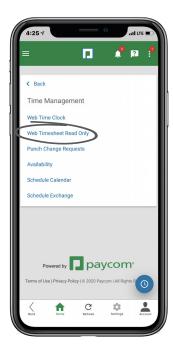
SHOW ME HOW

to Approve My Timecard Time and Attendance

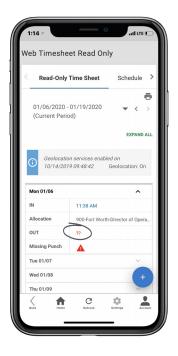
STEP 1

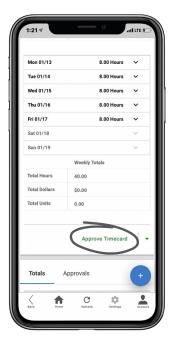
In Employee Self-Service®, navigate to Time Management > Web Timesheet Read Only.





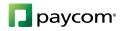
Any missing punches will display with two question marks. Click "??," then "Add Punch Change Request." Once there are no missing punches, click "Approve Timecard."





EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.



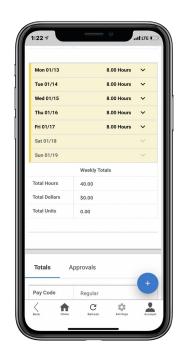
SHOW ME HOW

to Approve My Timecard Time and Attendance

STEP 3

 $\left(\right\rangle$

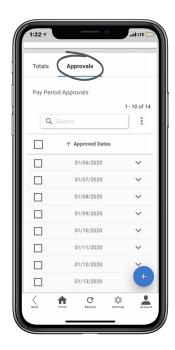
Upon approval, punches will display in yellow.





STEP 4

An audit trail of approvals can be found under the Approvals tab at the bottom of the page.



EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.

