Time Card Verification / Approval

Time Card Verification is an optional feature that allows employees, managers, and supervisors to electronically sign off on the time card, prior to the data being populated to the time entry grid for payroll processing.

The button to verify the time card is located at the top left of the time card, next to the Edit button, as shown below:

*Currently Timecards need to be approved by either the Manager Level or Supervisor level*

Go to the employee timecard

Make sure you are in the correct pay period

Click on the small arrow by Verification: Unverified this will allow you to choose whether you are the supervisor or manager approving the timecard.

Click on the appropriate approval level (Supervisor / Manager)

The Verification: will change to Verified

Each employee’s timecard must be approved one at a time.