



Timecard Approval Tips for Managers

1. Don't wait until the last day of payroll to see what employees are entering (or not entering) on their timecards. Use Time Entry under Manager Direct Access to see the timecards for all employees who report to you. Navigation path: Manager Direct Access – Time Entry – Action.
2. Use the daily totals for each column on the Timecard Detail Page when reviewing the timecard. Daily total should not exceed the employee's normal work day unless they have earned comp time or overtime on that day.
3. Verify that any employee who has taken leave during the workweek and who has also worked OT has submitted the correct "Hours Type" – OT-exception or OT-straight
4. If an employee has submitted 'OT-Exception', make sure that meets the requirements for your agency. A report will be available to you which shows anyone who enters and submits OT-exception on their timecard.
5. Run report "*Comparison of Leave Requests Submitted*" – this report compares previously submitted leave requests to what was actually submitted on the timecard.
6. Rejecting or Skipping a Timecard--When rejecting a timecard, always put a comment explaining why you are rejecting it. You may need to scroll down to the bottom of the page to see the comments box. Keep in mind the deadline for approval -- when a timecard is rejected, it must be corrected, resubmitted and approved. An alternative is to 'Skip' the timecard, investigate and correct the discrepancy and then approve the timecard. When rejecting and/or skipping a timecard, you should always type an explanation or clarification in the comment box.
7. You should use the "Comments" box on the timecard any time you need to provide information to further explain a change or additional information.