

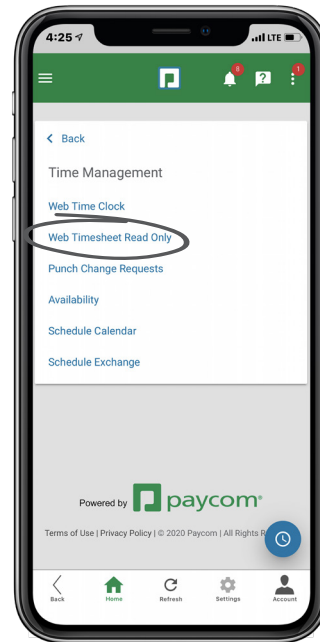
SHOW ME HOW

to Approve My Timecard
Time and Attendance



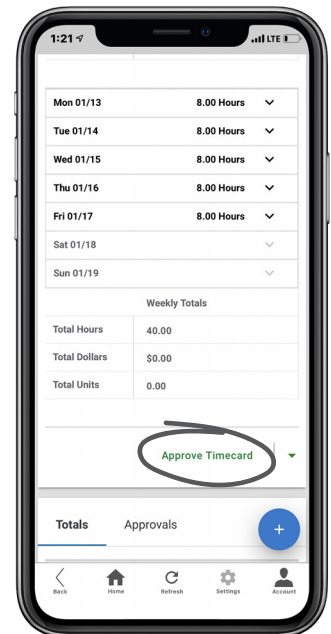
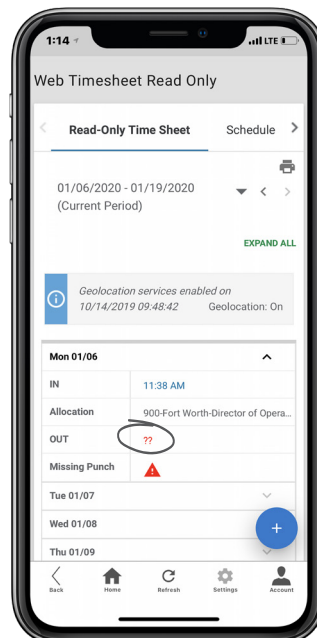
STEP 1

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



STEP 2

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.



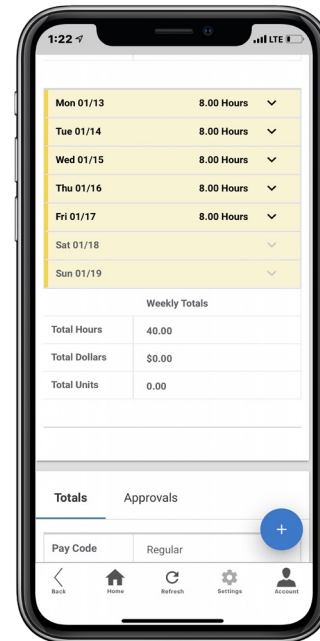
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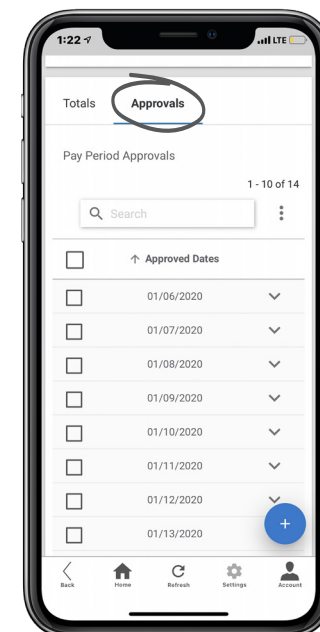
STEP 3

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

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