

Submitting Your Timesheet for Approval

1. Access Your Timesheet

- **Navigate:** Click on **My Time > Timesheet > Current Timesheet** (or "View My Timesheet" on the dashboard widget).
- **Select Pay Period:** Use the arrows next to the date range to navigate to the specific pay period that is ending.

2. Review and Verify

- **Check Hours:** Review all punches for accuracy, including in/out times and daily totals.
- **Check Exceptions:** Look for missed punches (a punch in without a corresponding punch out) or errors, often highlighted in red.
- **Verify Leave:** Ensure any time off (vacation, sick, etc.) is accurately recorded.
- **Check Cost Centers:** If applicable, ensure hours are coded to the correct job or department.

3. Make Corrections (If Necessary)

- **Fix Errors:** If there are missing punches or incorrect times, click the **Change Request** button (often under the [...] icon on the top right) to submit a correction request.
- **Add Comments:** You may be required to add a comment explaining any changes made to your timecard.

4. Submit and Approve

- **Finalize:** Once the timecard is accurate, click the **Submit** button
- **Confirm:** The status of your timesheet will change from "Open" to "Submitted" or "Approved".
- **Verify:** A message should appear indicating the approval was successful, and in some views, the screen background may change color (e.g., yellow) to indicate employee approval.

Important Tips

- **Deadline:** Ensure this is completed before the payroll deadline to avoid compensation delays.
- **Locked Timesheet:** If your manager has already approved the timecard, it may be locked. You will need to ask them to "Remove Approval" if you need to make further edits.