Approving Your Time Card

At the end of the pay period, you can review your hours worked and then approve your time card. Doing so let's your Supervisor and the Payroll Manager know that your time card is ready for payroll processing.

Follow these steps to approve your time card:

❶ Log in to ESS using your badge number and Personal Identification Number (PIN).
See the "Logging In" job aid if you need instructions.

❷ Select the **Time Card** tab and then click the Prev. Period link to see the hours you worked in the previous pay period.

❸ If your hours are correct, click the Approve Time Card link.
If your hours are incorrect, report items that need to be corrected to your Supervisor.

Note: Some employees have the ability to change punch in and punch out times and make other changes to their time cards. See "Making Adjustments to your Time Card" job aid for more information.

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❹ When the Time Card Approval confirmation window opens, be sure the Confirm Approval of Time Card box is checked and then click ⟨ Ok ⟩.