

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:

- 1 Log in to ESS using your badge number and Personal Identification Number (PIN). See the "Logging In" job aid if you need instructions.
- 2 Select the **Time Card** tab and then click the [Prev. Period](#) link to see the hours you worked in the previous pay period.
- 3 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.

- 4 When the Time Card Approval confirmation window opens, be sure the Confirm Approval of Time Card box is checked and then click .

Paycor 12

Badge/ID

PIN

Paycor 12 2:59:40 PM Monday, November 26, 2012 Irene Addison [Change PIN](#) [Refresh](#) [Log Off](#)

Punch

Request Partial Day Off

Request Day Off

Activity **Time Card** Schedules Personal Benefits Archives

Prev. Period Curr. Period **Approve Time Card**

Transactions Pay Period Totals Activity Adjustments

Date	In	Out	In	Out Amount	Schedule	Exceptions
11/22/12					8:00 3:00p/11:30p	Absent
11/23/12						
11/24/12						
11/25/12						
11/26/12		2:57p				
11/27/12						
11/28/12						

Time Card Approval

Approve Time Card

I understand that I am approving my time card for the selected pay period.

Confirm Approval of Time Card

Select OK to approve this time card for this pay period.