

## Approving and Locking Time Cards

Time cards can be approved and locked individually if your Time and Attendance system is set up with that functionality. Supervisors generally approve and lock time cards at the end of the pay period for the previous pay period.

- Approving a time card date stamps the employee's time card, indicating to the Payroll Manager that it is ready for payroll processing. Supervisors can still make changes to the time card – for example, adding PTO for an employee – and, when necessary, can remove an approval.
- Locking a time card means that no additional changes can be made. Only Payroll Managers can unlock time cards.

This job aid provides instructions for:

- Approving and locking a time card.
- Removing time card approval.

**Detailed instructions and screen shots begin on the next page.**

## Approving and Locking Time Cards

Follow these steps to approve and lock a time card for an individual:

- 1 Select **Time Cards** from the Daily Operations menu.
- 2 Click the name of the employee whose time card you want to approve and lock.
- 3 At the bottom of the schedule, click the Time Card Not Yet Approved icon (shown below) to approve the time card:



The icon changes to Time Card Approved.

- 4 At the bottom of the schedule, click Time Card Not Yet Locked icon (shown below) to lock the time card.



**Payroll Manager**

Period Excel Print Preview

**Time Cards**

Employee	REG	OT	PTO	VAC	Totals
<b>Totals</b>	4994:30	74:15	88:00	196:00	5352:45
Addison, Irene S	33:00				33:00
Allen, Connie T	40:00	0:15			40:15
Anderson, Brian Ja	40:00	2:15			42:15

**Addison, Irene S (Illinois, Installation, \*\*Default\*\*)**

Last Name	First Name	ID	Badge	Location	Department
Addison	Irene	250	250	Illinois	Installation

Date	Schedule		Punches		Hours		Location
	Start	End	In	Out			
Sa Aug-27							
Su Aug-28							
Mo Aug-29	15:00	23:30	14:51	23:25	8:15	Illinois	
Tu Aug-30	15:00	23:30	14:52	23:41	8:30	Illinois	
We Aug-31	15:00	23:30	14:56	23:25	8:00	Illinois	
Th Sep-1	15:00	23:30					
Fr Sep-2	15:00	23:30	14:51	23:28	8:15	Illinois	

Time Card Not Yet Approved Time Card Not Yet Locked

**Period Summary** Daily Summary Adjustments Benefit Balances

Pay Desig.	Location, Department, Cost Center	Hours	Rate	Dollars
Regular	Illinois, Installation, **Default**	33:00	0.0000	0.0000
<b>Totals</b>		33:00		0.0000

## Removing Time Card Approval

Note: Approvals can be removed until a time card is locked. If a time card has been locked, a Payroll Manager must unlock it before the approval can be removed.

Follow these steps to remove approval from a time card for an individual:

- 1 Select **Time Cards** from the Daily Operations menu.
- 2 Click any link (Last Name, First Name, or ID, for example) to select the employee for which you need to remove time card approval.
- 3 On the first day of the pay period, click the down arrow, shown below, to see the note indicating the time card:



- 4 Click the delete icon (see below) to the left of the message: (SUPER NAME) AUTHORIZED PERIOD BEGINNING (DATE):



**Payroll Manager**

Period Excel Print Preview

**Time Cards**

Employee	REG	OT	PTO	VAC	Totals
Totals	4994:30	74:15	88:00	196:00	5352:45
Addison, Irene S	33:00				33:00
Allen, Connie T	40:00	0:15			40:15
Anderson, Brian Ja	40:00	2:15			42:15
Anderson, Heather E					
Antonia, Demetria K	17:00				17:00
Argueta-Chicas,	6:15			6:00	12:15

**Addison, Irene S (Illinois, Installation, \*\*Default\*\*)**

Last Name	First Name	ID	Badge	Location	Dep
Addison	Irene	250	250	Illinois	Ine

Date	Schedule		Punches		Hours
	Start	End	In	Out	
Aug-27					
Aug-28					
Aug-29	15:00	23:30	14:51	23:25	8:15

MBANKS AUTHORIZED PERIOD BEGINNING 08/27/11