Chimes

Review, Edit Timecards

1. Tap the **Manage Timecards** tile.

2. Tap the **arrow** in the upper right corner to go to all team member timecards.

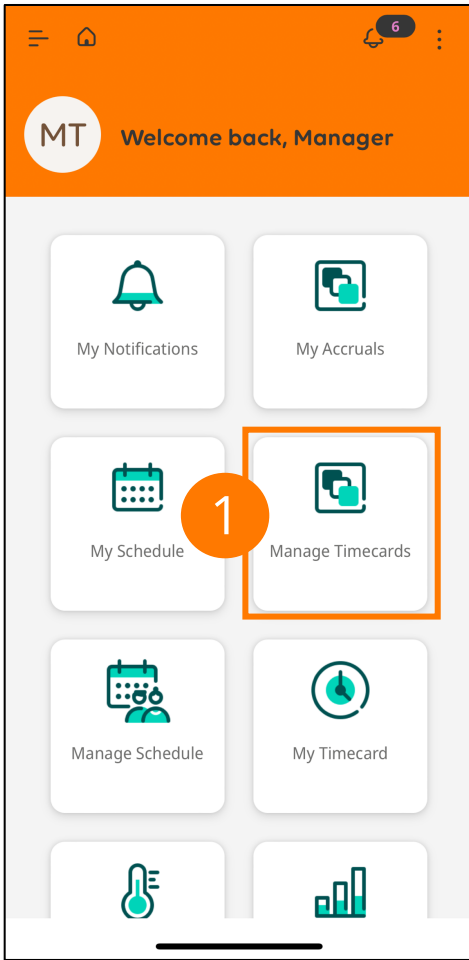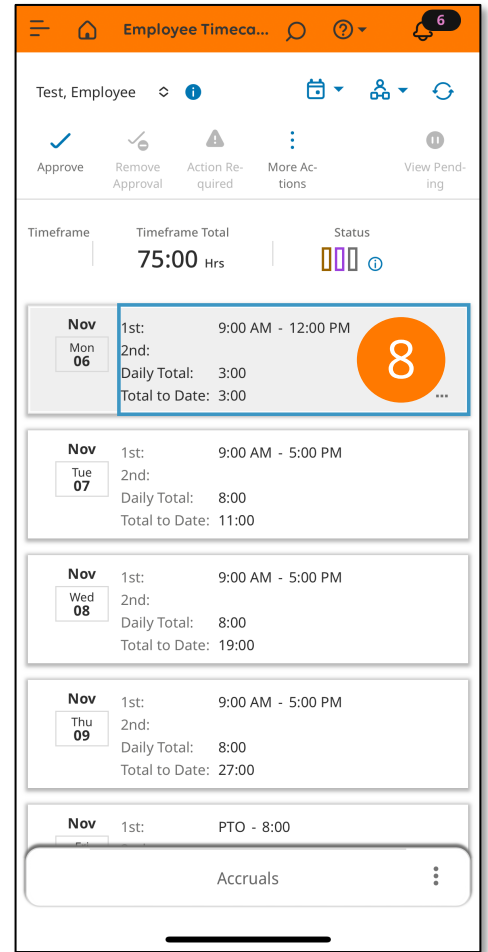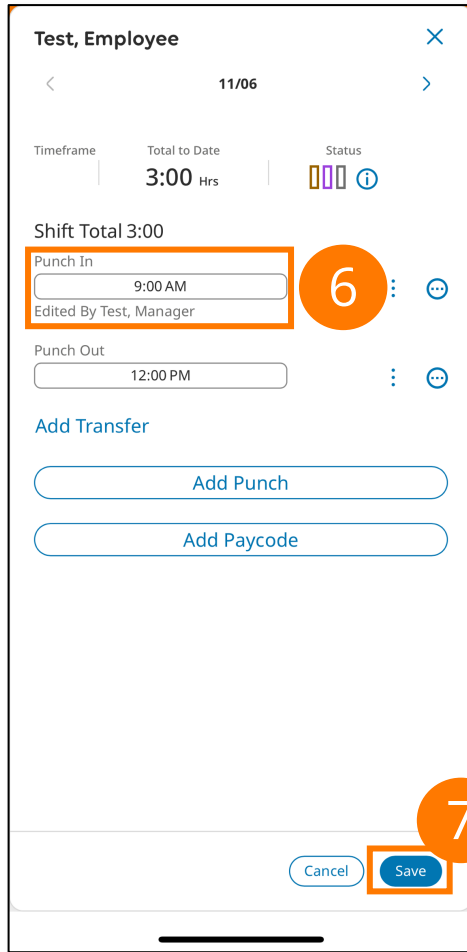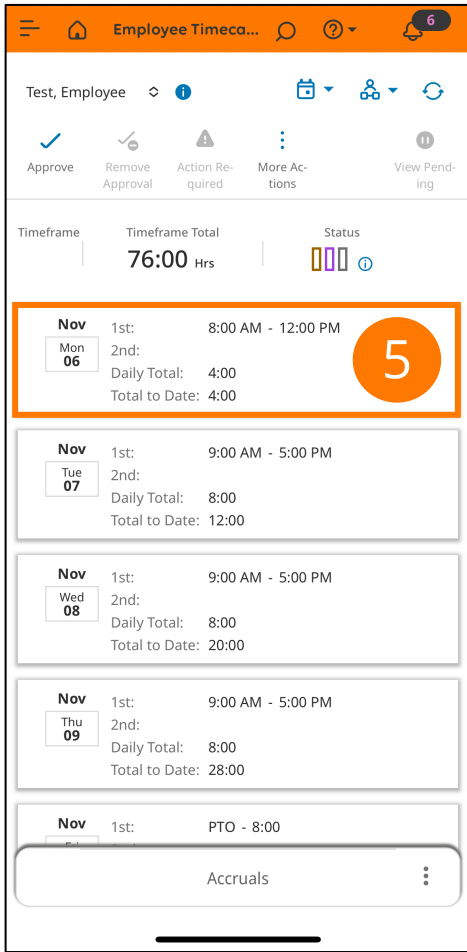3. Use the employee drop-down to locate the **team member** you wish to review or edit.

4. Tap the calendar icon to select **Previous Pay Period**.

Chimes
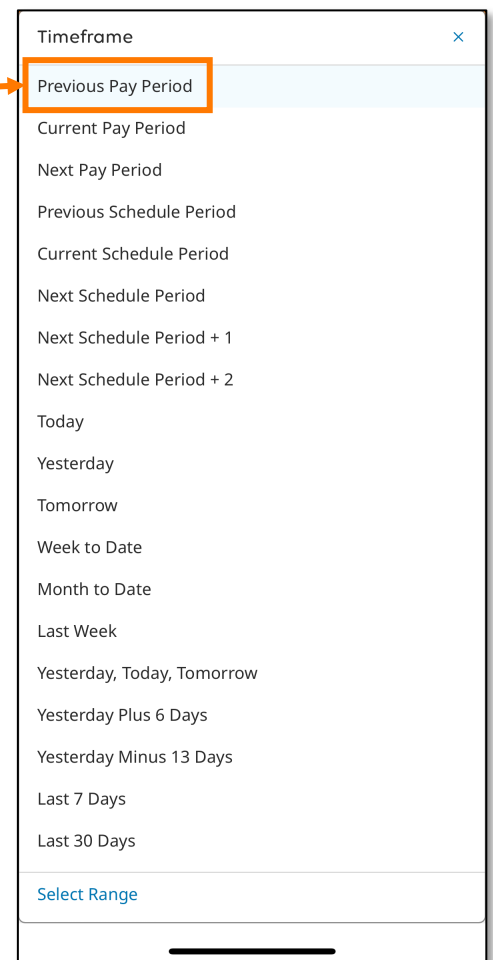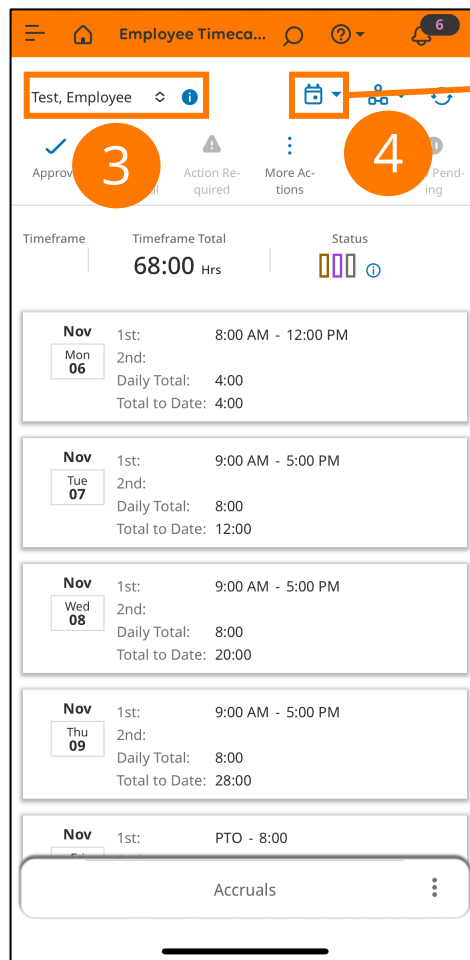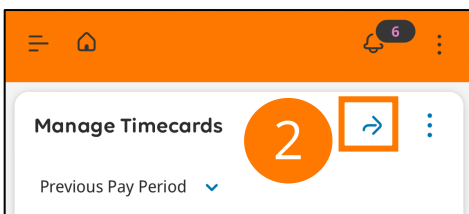
Review, Edit Timecards (Continued)

5. Tap the date you wish to edit.

6. Enter the desired punch time.

7. Tap Save in the bottom right corner.

8. The desired punch has been saved.

Approve Timecards

1. Review the team members timecard for accuracy and tap Approve in the upper left corner.

2. A success message will appear on the screen.