

## Mobile Review, Edit, Approve Timecards

MANAGER ULTI TIME AND ATTENDANCE TRAINING AID



## **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.

Test, Employee       Image: Status       Current Pay Period         Approx       Action Re:       More Ac:       General         Timeframe       Timeframe Total       Status       Current Pay Period         Timeframe       Timeframe Total       Status       Current Schedule Period         Nov       1st:       8:00 AM - 12:00 PM       Next Schedule Period         Nov       1st:       9:00 AM - 5:00 PM       Next Schedule Period + 1         Nov       1st:       9:00 AM - 5:00 PM       Yesterday         Total to Date:       12:00       More Notal:       8:00         Nov       1st:       9:00 AM - 5:00 PM       Yesterday         Total to Date:       12:00       More Notal:       8:00         Nov       1st:       9:00 AM - 5:00 PM       Yesterday         Yesterday       Tomorrow       Week to Date       Morth to Date         Last Week       Yesterday, Today, Tomorrow       Yesterday Plus 6 Days       Yesterday Plus 6 Days         Yesterday Jinus 13 Days       Last 7 Days       Last 30 Days       Last 30 Days	= ₀	Employee Ti	imeca 🔿 📀 🗸 🥌	Timeframe ×
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Accruals Select Range			Accruals	Select Range



MANAGER ULTI TIME AND ATTENDANCE TRAINING AID

## **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.

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Approve	Remove Action Re- More Ac- Approval quired tions ing			
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Nov Tue 07	1st: 9:00 AM - 5:00 PM 2nd: Daily Total: 8:00 Total to Date: 12:00			
Nov Wed 08	1st: 9:00 AM - 5:00 PM 2nd: Daily Total: 8:00 Total to Date: 20:00			
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Nov Wed 08	1st: 2nd: Daily Total: Total to Date:	9:00 AM - 5:00 PM 8:00 19:00		
Nov Thu 09	1st: 2nd: Daily Total: Total to Date:	9:00 AM - 5:00 PM 8:00 27:00		
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## **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.

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Timeframe Current Pay Period	Time 79	frame Total Status					
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Nov Tue 21	1st: 2nd: Daily Total: Total to Date:	8:00 AM - 5:00 PM 9:00 18:00					
Nov Wed 22	1st: 2nd: Daily Total: Total to Date:	8:00 AM - 5:00 PM 9:00 27:00					
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