

Approving My Timesheet

This will show you how approve your timesheet from the timeclock machine. Before Approving your timesheet, you should already have reviewed your time for the week to make sure it is accurate. Timesheets should be reviewed and approved on a weekly basis.

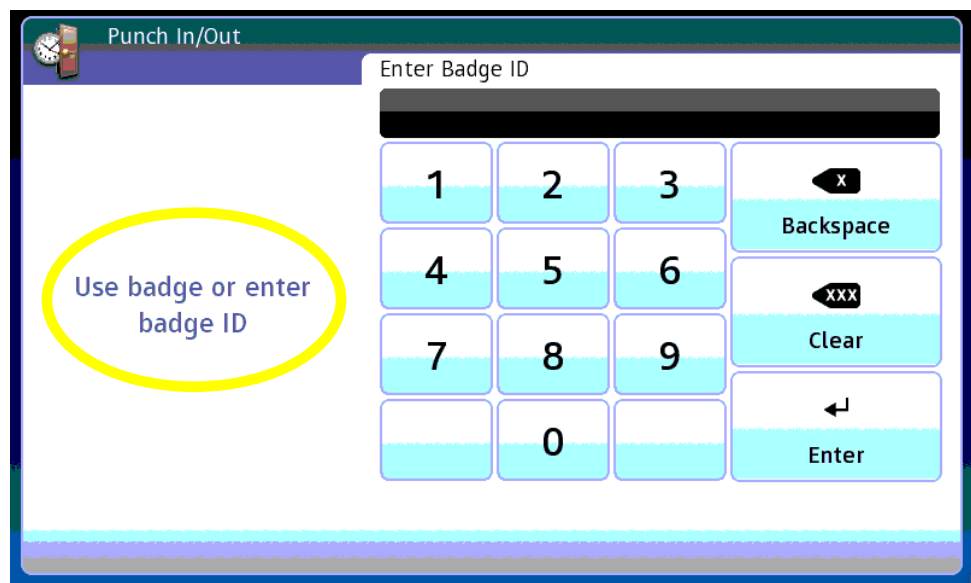
Approving My Timesheet

- 1 Click on the **Submit Timesheet** icon on the timeclock's home screen.
- 2 Once the keypad appears you will swipe your key fob along the bottom right front of the machine.
- 3 Select the appropriate **Time Period** you will be approving.
- 4 Once you are sure the timecard is accurate, click **Done**.
- 5 A confirmation message appears to ensure you want to continue, click **Submit**.
- 6 A disclaimer will appear that you must agree to. Click **OK** to finish.
- 7 A Green Message Box will appear that says **Time Sheet Submitted**.

Step 1



Step 2



Step 3

Submit Timesheet - KIMBERLY SMITH

Timesheet

06/28/2020
Start: 06/28/2020, End: 08/01/2020

07/26/2020
Start: 07/26/2020, End: 08/01/2020

08/02/2020
Start: 08/02/2020, End: 08/08/2020

08/09/2020
Start: 08/09/2020, End: 08/15/2020

08/16/2020

Step 4

Submit Timesheet - KIMBERLY SMITH

TimeSheet Summary

TimeSheet Summary

Leave Blank

08/10/2020
Entries: 1, Incomplete: 0, Hours: 8:15

08/11/2020
Entries: 1, Incomplete: 0, Hours: 8:00

08/12/2020
Entries: 1, Incomplete: 0, Hours: 8:15

08/13/2020

Comment

Done

Step 5

Done

TimeSheet Summary Leave Blank

Comment null

Back

Submit

Step 6

Disclaimer

By clicking approve, you are certifying that the time entries shown here are correct and they reflect all the time you worked for the Board. You are also certifying that the leave and the reasons submitted for taking that leave are also correct. It is your responsibility to correct missed punches and leave requests. If the time reported is not 100% correct your manager and the Board will work with you to resolve any discrepancies.

Cancel OK

A screenshot of a software dialog box titled "Disclaimer". The dialog box has a white background and a blue border. The title bar is blue with the text "Disclaimer" in white. The main content area contains a paragraph of text. At the bottom of the dialog box, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a yellow oval. On the right side of the dialog box, there is a vertical scrollbar and four navigation icons: a blue menu icon, a blue up arrow, a grey up arrow, a grey down arrow, and a blue down arrow.