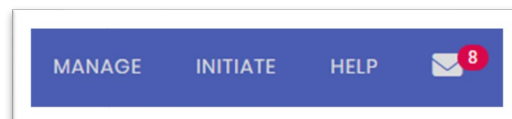
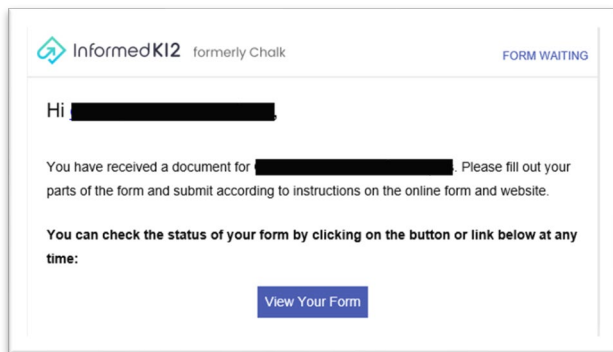


Reviewer & Approver Timecard User Guide (Informed K12)

Step 5: ELP/ Nutrition Services Approver

The **ELP/ Nutrition Services Approver** is responsible for reviewing each timecard for **accuracy and completeness** before submitting it to Payroll Review.

ELP/ Nutrition Services Approvers will receive an **email notification** with a link to the timecard and will also see a notification in their Informed K12 account.



1. Review the Timecard

Carefully review the timecard to ensure all information is accurate and complete, including:

- **Timesheet Type**
- **Reference Number**
- **Pay Period**
- **Fiscal Year**
- **Employee Information**
 - Name
 - Employee ID
 - Pay Site/ Department
 - Position
 - Description of Work Performed
- **Hours worked**

⚠ IMPORTANT: If the timecard was routed to you in error, **do not deny the timecard**. You can reroute the timecard to the correct Reviewer by selecting **Admin Tools** and choosing **Change Approver**. Select the appropriate Reviewer and submit the change.

🔴 Note: As an Approver, you will **not** have access to make corrections.

Admin Tools ▾

Send Reminder

Change Approver

2. Sign and Forward to Payroll

Once you have reviewed the timecard:

- Select **Click to sign here** to electronically sign the timecard.
- Add **Optional Notes** if additional information is needed.
- Click **I have reviewed this form** at the bottom of the form.
 - i. **Send to next approver**- Select this option when the timecard is accurate and ready to be submitted to Payroll.
 - ii. **Request Corrections**- Select this option if corrections are needed. The timecard will be returned to the Initiator for corrections. Approvers do not have editing access and, when necessary, may return timecard to the Initiator.
 - iii. **Deny**- Select this option only when the timecard should be closed out and will not be processed.

The screenshot shows the 'Supervisor Approval' section of a form. On the left, there are five horizontal lines for a signature. To the right of these lines is a pink button labeled 'Click to sign here'. Below the signature lines is a yellow rectangular box labeled 'Optional Notes'. At the bottom of the form, there is a red button labeled 'I have reviewed this form' and a blue button labeled 'Processing'.

The screenshot shows a dropdown menu that appears after clicking the 'I have reviewed this form' button. The menu has a red header with the text 'I have reviewed this form'. Below the header are three blue links: 'Send to next approver', 'Request corrections', and 'Deny'.

⚠ IMPORTANT: Only return a timecard to the Initiator when corrections are needed. Do not Deny unless the timecard should not be processed.

Submit to Payroll

- Select the appropriate option from the drop-down list.
 - i. **Expanded Learning** - Select this option to submit to the assigned Expanded Learning Payroll Technician.
 - ii. **School Police** - Select this option to submit to the assigned School Police Payroll Technician, with the exception of DSO's.
 - iii. **Payroll Review** - Select this option if timecard does not belong to Expanded Learning or School Police. All other timecards should be submitted using this option.
- Click **Send to Recipient**.

Please select next recipient for **Payroll Review**

[Back to question](#)

NAME/EMAIL

[Customize message](#)

Payroll Review (payroll.sausd@saUSD.us)

Send to recipient

[Add people to notify](#)

Request Corrections

If corrections are needed, return the timecard to the Initiator:

- Select the **Recipient**.
- Select the **Reason for Send Back**.
- Enter a **Message for Recipient** explaining the corrections needed.
- Click **Request Corrections**.

Send the form back for corrections ✕

RECIPIENT *

Select a recipient...

REASON FOR SEND BACK *

Select a reason for correction...

MESSAGE FOR RECIPIENT *

Let your recipient know what needs to be fixed

⚠ This message will show up in an email they receive

Important!

This form will go back through the approval route when you request corrections.
Follow up approvers will need to re-sign/approve this form.

Cancel

Request corrections