

Timesheet Approval Instructions:

1.

MAIN MENU

Taylor Hodson
Site: 117952

- Dashboard (Try Dashboard Beta)
- Time Off Requests (1)
- Employee Setup
- Add New Employee

Time Cards

- Multi-Time Card Editor
- Yesterday's Entries
- Today's Entries
- Current Period - Start: 1/8
- Previous Period - End: 1/7**
- Select Other Periods
- Multi Time Card Approval

Maintenance Menu

Reports Menu

Settings Menu

Quick Stats - Taylor Hodson

- Total Employees Clocked In: 0
- Total Current Employees: 27
- Total Missing Punches: 0
- Total Unmatched Punches: 0
- Total Employees with Web Clock Enabled: 27
- View Time off Requests
- Last Finalized Pay Period: No Finalized Pay Periods, Please Finalize.

Quick Links

Getting Started

- Add a new employee [Employee Setup](#)
- Update [Personal Information](#)

Daily

- Correct [Missing Punches](#)
- Assign [Unmatched Punches](#)
- Review [Yesterday's Punches](#)

Each Pay Period

- Edit time cards for the [Current](#) pay period
- Edit time cards for the [Prior](#) pay period
- Run the [Summary Report](#)

Optional

- View account settings [Processing Rules](#)
- Manage client admin and supervisor logins [Login Maintenance](#)

2.

Search: Search Employees

Employee	M	E	A
Reynolds, Ryan	0	0	

Unmatched Punches (0)

Total employees listed: (0)

Print All Time Cards

Quick Links

Getting Started

- Total Employees Clocked In: 0
- Total Current Employees: 1
- Total Missing Punches: 0
- Total Employees with Web Clock Enabled: 1
- View Time off Requests

3. Select:
 - “Time Card Options” >
 - “Approve Time Card” >
 - “Approve All Entries”

Clock Activity

3/28/2022 - 4/3/2022

Pay Period Finder:

Show Missing Only
(Back to Main Menu)

Search:

Employee	M	E	A
Employee, Test	1	0	
Reynolds, Ryan	0	0	

Unmatched Punches (0)

Total employees listed: (2)

Print All Time Cards

- Alphabetically
- By Home Department
- By Home Location
- By Home Supervisor

Sort All Time Cards

- By Home Department
- By Home Location
- By Home Supervisor

Choose another period

Employee, Test

< Previous Pay Period | Next Pay Period > Pay Period Finder:

Time Card Options ▾

- Show Only Missing Punches
- Show All Activity
- Show Web Clock Punch Log
- Approve Time Card
 - Approve All Entries
 - Approve Selected

		In	Out
		-	-
		-	-
		4:53p	Missi
Thu 3/31		-	-
Fri 4/1		-	-
Sat 4/2		-	-
Sun 4/3		-	-
Totals			