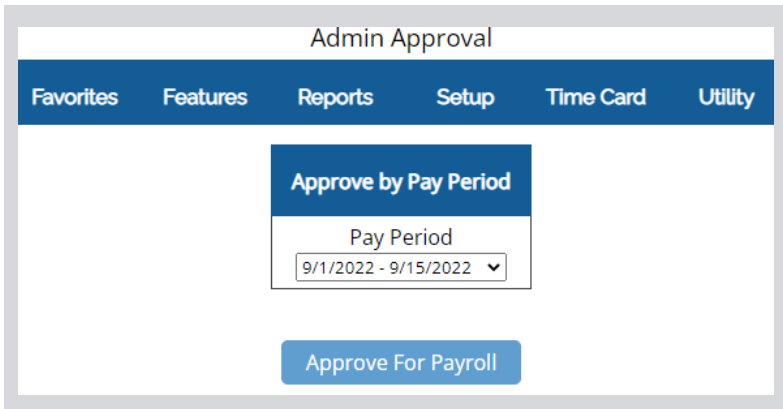


The first step to setting up time card approvals is to decide who will be approving employee time cards. Find the section that applies to your needs.

Admin Approval

This is the easiest approval, as there is no set up required!



Time Card menu: Admin Approval

Admin Approval is separated only by Location, if you utilize that feature. Otherwise, it approves and locks **all employee time cards at once**.

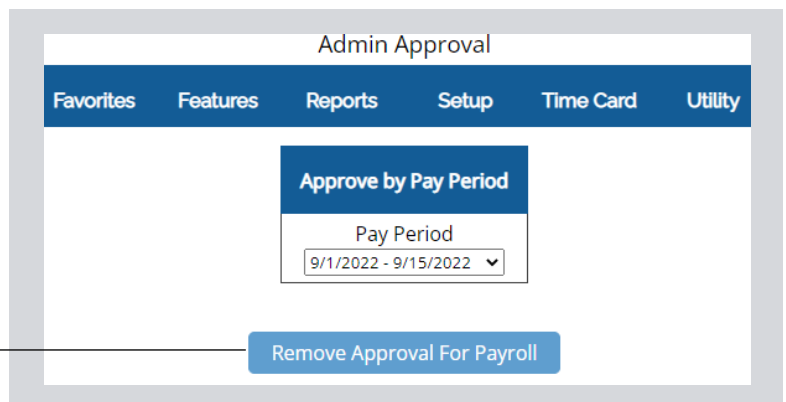
Once approved, all time cards will be locked. If the current pay period is approved, employees cannot clock in or out until approval is removed.

All time cards for this pay period are currently locked for payroll processing because the administrator has approved them for payroll. To make time card updates before processing payroll, go to the [Administrator Approval For Payroll](#) page and remove approval.

| Date | In | Out | Hours | Entry Style | Project/PTO | Remove | Day | Week |
|--------------|----------|---------|--------|-------------|----------------------------|---------------------------------|-------------------|--|
| Mon 9/5/2022 | | | 8 h 0 | Hours | Holiday (PTO Not Assigned) | <input type="checkbox"/> Remove | 8h 0m Holiday PTO | 8h 0m Holiday PTO |
| Tue 9/6/2022 | 9:00 AM | | 0h 0m | In/Out | Work | <input type="checkbox"/> Remove | | 8h 0m Holiday PTO |
| Wed 9/7/2022 | 12:42 PM | 6:35 PM | 5h 53m | In/Out | Work | <input type="checkbox"/> Remove | 5h 53m Wrk | 5h 53m Wrk 8h 0m Holiday PTO 13h 53m Total |

If you see this message on the Edit page, this means the time card has been Admin Approved.

To remove the approval, follow the link, then use the "Remove Approval" button.



Next: Supervisor Approval...

Supervisor Approval

(Supervisors can be assigned in Features: Assign Departments and Supervisors)

If you have designated Supervisor usernames, you can set your Supervisors up to approve the time cards of their Department.

Setup menu: General Setup Options

Employee Time Card [\[What's This?\]](#)

- Display Pay Period column
- Display Payroll Hours column
- Display Clock In buttons with the Clock Out buttons (This provides the ability to switch to a different project without having to clock out)

Automatic logout after clocking in or out Not Used

Display Approval For Payroll buttons Supervisor only

(last thing on the page)

What Supervisors Will See:

For each employee in the Supervisor's Department, they will see an "Approve For Payroll" button on the Time Card Edit page.

Time Card Edit

Favorites Reports Time Card Utility

People Filter

Date Range: 9/1/2022 - 09/15/2022

Department: All

Employee: Mary Taylor

The first workweek of this pay period started on 8/28/2022

[\[What's This?\]](#)

| Out | Hours | Entry Style | Project/PTO | Re |
|---------|--------|-------------|-------------|--------------------------|
| 8:30 PM | 8h 30m | In/Out | Work | <input type="checkbox"/> |
| 5:35 PM | 5h 53m | In/Out | Work | <input type="checkbox"/> |

To un-approve, Supervisor can just return to the Time Card Edit page and use the "Remove Approval" button.

What Employees Will See:

LegitCo Time Card - Mary Taylor

9/1/2022 - 9/15/2022

The first workweek of this pay period started on 8/28/2022

| Date | In | Out | Hours | Type | Day | Week | Pay Period | Payroll Hours |
|--------------|----------|---------|--------|------|------------|-------------|-------------|---------------|
| Tue 9/6/2022 | 9:00 AM | 5:30 PM | 8h 30m | Work | 8h 30m Wrk | 8h 30m Wrk | 8h 30m Wrk | 8h 30m RR |
| Wed 9/7/2022 | 12:42 PM | 6:35 PM | 5h 53m | Work | 5h 53m Wrk | 14h 23m Wrk | 14h 23m Wrk | 14h 23m RR |

The current date and time is 9/9/2022, 10:57:37 AM
 The pay period for today is locked for payroll processing.
 To clock in or clock out, contact your supervisor.

If the current pay period is approved, the employee will not be able to clock in. Approval will need to be removed by the Supervisor.

Next: Employee Approval

Employee Approval

Employees can approve their own time cards. This option also allows Supervisors to approve employee time cards, but the employee must approve first. This Supervisor level approval is completely optional.

Setup menu: General Setup Options

Employee Time Card Display Pay Period column
 Display Payroll Hours column
 Display Clock In buttons with the Clock Out buttons (This provides the ability to switch to a different project without having to clock out)
 Automatic logout after clocking in or out
 Display Approval For Payroll buttons

(last thing on the page)

What Employees See:

LegitCo Time Card - Mary Taylor Logout

Time Card | Change Password | Color Themes | Calendar

9/1/2022 - 9/15/2022 Print Report

The first workweek of this pay period started on 8/28/2022

By pressing "Approve for Payroll" you agree that all time card entries for the pay period are accurate and ready for payroll processing.

[What's This?]

| Date | In | Out | Hours | Type | Day | Week | Pay Period | Payroll Hours |
|--------------|----------|---------|--------|------|------------|-------------|-------------|---------------|
| Tue 9/6/2022 | 9:00 AM | 5:30 PM | 8h 30m | Work | 8h 30m Wrk | 8h 30m Wrk | 8h 30m Wrk | 8h 30m RR |
| Wed 9/7/2022 | 12:42 PM | 6:35 PM | 5h 53m | Work | 5h 53m Wrk | 14h 23m Wrk | 14h 23m Wrk | 14h 23m RR |

The current date and time is 9/9/2022, 11:07:47 AM

If current pay period is approved, the employee will not be able to clock in.

To un-approve, the employee can return to the time card and use the "Remove Approval" button.

LegitCo Time Card - Mary Taylor Logout

Time Card | Change Password | Color Themes | Calendar

9/1/2022 - 9/15/2022 Print Report

The first workweek of this pay period started on 8/28/2022

[What's This?]

| Date | In | Out | Hours | Type | Day | Week | Pay Period | Payroll Hours |
|--------------|----------|---------|--------|------|------------|-------------|-------------|---------------|
| Tue 9/6/2022 | 9:00 AM | 5:30 PM | 8h 30m | Work | 8h 30m Wrk | 8h 30m Wrk | 8h 30m Wrk | 8h 30m RR |
| Wed 9/7/2022 | 12:42 PM | 6:35 PM | 5h 53m | Work | 5h 53m Wrk | 14h 23m Wrk | 14h 23m Wrk | 14h 23m RR |

The current date and time is 9/9/2022, 11:08:42 AM

The pay period for today is locked for payroll processing. To clock in or clock out, click on the Remove Approval button.

Time Card Edit

Favorites Reports Time Card Utility

Date Filter People Filter

22 kdays Date Range 09/01/2022 - 09/15/2022 Change Date

Department All Employee Mary Taylor

The first workweek of this pay period started on 8/28/2022

[What's This?] [What's This?]

pay period is currently locked for payroll processing because the Emr

Optional

Now the Supervisor will have the ability to approve the time card, or remove the employee's approval.

Features to Compliment Approvals

Last Day of Pay Period Email

Setup menu: Report Setup

End of Pay Period Email Reminder [\[What's This?\]](#)

Setup menu: Monitor

Alert Supervisor When Employee Approves

This option is great when approvals are set to "Employee and Supervisor." Make sure to enter the Supervisor's email address next to the employee's name.

| Employee | Notify Supervisor Email <input type="text" value="Copy"/> | Notify Clock In <input type="checkbox"/> | Notify Clock Out <input type="checkbox"/> | Notify Close To OT <input type="checkbox"/> | Notify Over 30 Hours <input type="checkbox"/> | Notify Payroll Approved <input checked="" type="checkbox"/> | Anniversary Reminder <input type="checkbox"/> | Include On Who's In Page <input type="checkbox"/> |
|-------------|--|---|--|--|--|--|--|--|
| Mary Taylor | <input type="text" value="elizabeth@legitcocompany.com"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Record of Approval

Some reports will display the level of approval when the filter at the top is utilized.

Reports menu

Date Range: 09/01/2022 - 09/15/2022

Status: Active
 Department: All
 Employee: All
 Hours: All
 Project: All
 PTO: All
 Approvals: Show

9/1/2022 - 9/15/2022 with 3 people
The first workweek of this pay period started on 8/28/2022

| Employee | Pay Period | Payroll | Approval |
|---------------|-------------|------------|------------|
| Elizabeth Lee | 15h 50m Wrk | 15h 50m RR | Employee |
| James Smith | 28h 0m Wrk | 28h 0m RR | None |
| Mary Taylor | 14h 23m Wrk | 14h 23m RR | Supervisor |

Pay Period: 9/1/2022 - 9/15/2022
 The first workweek of this pay period started on 8/28/2022
 Name: Elizabeth Lee
 Employee #: 45
 Approval: Employee at 9/9/2022 11:20 AM

| Date | In | Out | Hours | Type | Day | Week | Pay Period |
|--------------|---------|---------|--------|------|------------|-------------|-------------|
| Tue 9/6/2022 | 9:30 AM | 5:00 PM | 7h 30m | Work | 7h 30m Wrk | 7h 30m Wrk | 7h 30m Wrk |
| Wed 9/7/2022 | 9:15 AM | 5:35 PM | 8h 20m | Work | 8h 20m Wrk | 15h 50m Wrk | 15h 50m Wrk |

The **Individual** Report even logs the approval details.