Time Card Approval

paylocity
web time

Use Time Card Approvals to approve one or more employee time cards.

✓ Click Approve to select all employees with unapproved time and click Save to approve all employee time cards displayed on this page.
✓ To approve one or more time cards but not all time cards, check the box adjacent to the applicable employees and click Save to approve the selected time cards.
✓ Click the Employee name link to edit the employee time card before approval.

Helpful Hint
Users will only have access to those employees who fall within their security role.

Time Card Approvals					Load Saved Filter ▼	Delete

Labor Level	Unassigned 🔍		Employee Group	▼
Payroll Policy	▼		Salary Type	--All-- ▼
Total Hours	From: To:		Supervisor Approved	--All-- ▼
Is Borrowed	--All-- ▼		Employee Status	Active ▼

Search Show All Reset   Save

Payroll Policy Duration: California ▼ From 04/19/2015 To 04/25/2015 ▶ << Prev Current Next >>

💾 Save

Approve	Employee ▲	Regular	OT1	OT2	Non Work	Total	Missed Punches	Est Meal Prems	App Meal Prems	EE App	Supv App
✔	Adams, Marie	8 hrs	0 hrs	0 hrs	8 hrs	16 hrs	1	0 hrs	0 hrs	☐	☐
☐	Alba, Emily	8 hrs	0 hrs	0 hrs	8 hrs	16 hrs	1	0 hrs	0 hrs	☐	☐
☐	Allerdyce, Sheppard	8 hrs	0 hrs	0 hrs	24 hrs	32 hrs	0	0 hrs	0 hrs	☐	☐
✔	April, Robert	8 hrs	0 hrs	0 hrs	8 hrs	16 hrs	1	0 hrs	0 hrs	☐	☐
☐	Atwood, Julian	16 hrs	0 hrs	0 hrs	8 hrs	24 hrs	0	0 hrs	0 hrs	☐	☐
☐	Augustine, Connor	16 hrs	0 hrs	0 hrs	0 hrs	16 hrs	0	0 hrs	0 hrs	☐	☐
✔	Baker, Chet	16 hrs	0 hrs	0 hrs	0 hrs	16 hrs					
✔	Barclay, Reginald	16 hrs	0 hrs	0 hrs	0 hrs	16 hrs					
✔	Barnes, Jeff	16 hrs	0 hrs	0 hrs	0 hrs	16 hrs					
☐	Beckman, Daniel	16 hrs	0 hrs	0 hrs	0 hrs	16 hrs					

|◁ ◁ 10 ▼ Page 1 of 9 ▷ ▷|

✓ Approval only applies to the employees displayed on the current page.
✓ Use the display drop down to select the number of employees displayed on the current page. Configure the default display in User Preferences.
✓ When there are multiple pages of employees, enter the page number or use the arrow icons to access the additional employee pages for approval.
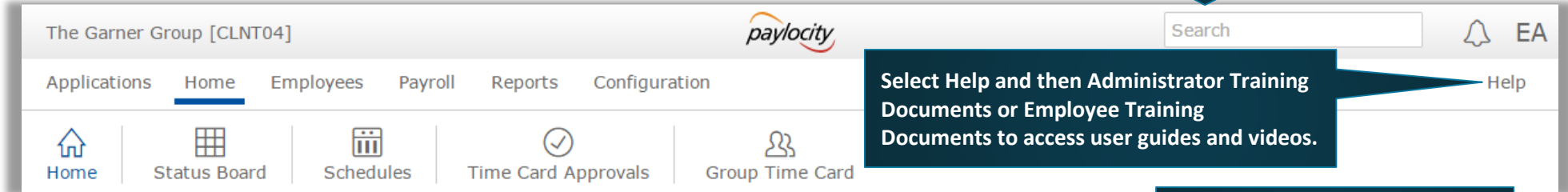
Time Card Approval

web time — *paylocity*

Access Time Card Approvals

Select Time Card Approvals from the Employees menu or click the Time Card Approvals icon.

Use the Search field to find specific screens or employees.

The Garner Group [CLNT04]   *paylocity*   Search   EA

Applications Home Employees Payroll Reports Configuration   Help

Home | Status Board | Schedules | Time Card Approvals | Group Time Card

Select Help and then Administrator Training Documents or Employee Training Documents to access user guides and videos.

Filter the Display

Filter the display of employees by labor level, payroll policy, total hours, borrowed employee status, employee group, salary type, supervisor approved, and employee status.

Hide or display the filter section.

Time Card Approvals   Load Saved Filter ▾   Delete

Labor Level	Unassigned		Employee Group	▾
Payroll Policy	▾		Salary Type	--All-- ▾
Total Hours	From: To:		Supervisor Approved	--All-- ▾
Is Borrowed	--All-- ▾		Employee Status	Active ▾

Search Show All Reset

Payroll Policy Duration: California ▾ From 04/26/2015 To 05/02/2015 << Prev Current Next >>

To save the filter for future use, enter the filter name and click Save.

Make a selection from the Payroll Policy Duration drop down to filter by Date Range or Payroll Policy Pay Period.

✓ Select Use Date Range and select or enter the start and end dates. Click the arrow icon adjacent to the calendar to display the selected date range.
✓ Users may also click Last Month, Last Week, This Week, Next Week, or Next Month to display the selected date range.
✓ Select the Payroll Policy and select or enter the date.
✓ Click the arrow icon adjacent to the calendar to display the pay period containing the selected date.
✓ Users may also click Prev, Current, or Next to display the previous pay period, current pay period, or next pay period.