- **Approving Time Off**
  - Go to Time Management and click on Time Off Requests
  - You can also access by clicking on notification center on the top right of the main homepage and then clicking on the time off requests
  - Go to the Batch Approve Time Off Request section
    - You can enter the dates you want to see and the green button to filter the list down as needed
    - You can see who requested, what day(s) they requested, hours info, etc
    - check the box on the left to select all employees or select employees you want to approve at once, click actions in the top right, click Batch Approve
    - You can also approve or deny individually by clicking approve or deny for the specific time off you need
      - You can then enter a reason for approving or denying if done individually and then click approve all or deny all option
  - Go to Time Management and then Time Off Requests to view on a calendar
    - Click into the time off calendar
    - From here you can see how many requests are on various days and then click on that day to see who all is listed
    - You can use the options above the calendar to filter down by department, status of the time off (requested, approved, etc) and then just click filter after selecting what you want to filter by
  - **Time off requests for the entire pay period should be submitted and approved prior to approving timecards.** Time request that are nor received prior to the end of the pay period must be communicated to Human Resources for processing.
- **Approving Punch Change Requests**
  - From their manager side go to the notifications on the right side and click into the Punch Change Request Dashboard or to Time Management and then click into Time and Attendance
  - Click into the Punch Change Request Dashboard
  - From the list they can see who added the request, whether it is additional or changing a current punch, what time and type the punch is
  - They will then click approve or deny
  - Once approved the punch will flow to the timecard automatically
  - If managers are viewing timecards they will see an indicator for any of those with punch change requests like they do now with missing punches with the alert triangle in a yellow color – you can click on it there to approve as well
- **Accessing Timecards**
  - Click on Timecard Search in the Time Management section
    - Check the box Display Totals and Approvals
    - Enter the date range needed or select pay period
    - Click Refresh
    - Once it loads go ahead and click in the first box in the filter boxes section and select Active Employees – only have to do this first time

- o **Make sure to do this anytime you go into this section to view and work in the timecards to ensure all data is most current**
  - o You can view information down below for employees. **Pay attention to the red triangles column as it tells you that employees have a missing punch**
  - o You can also filter to see timecards with missing punches or not approved
    - In the second filter box enter either missing punches or supervisor approval and then select yes for missing punches or no for approval in the third box and click search
  - o **You can send an email reminder to employees in addition to telling them outside system of missing punches.**
    - **Check off employees with missing punches and then click actions and email reminder option, continue steps to send reminder**
  - o To access a timecard click on the employees' name
  - o **Changes or additions for punches should be coming from punch change requests as well as time off coming from employee time off**
  - o Once all is good with the timecard go to the bottom left and you can either approve the whole timecard if end of pay period or click the arrow and select certain days to
    - If you need to make a change just scroll to the bottom, click the trashcan to remove the approval, make the change, and then re approve
  - o You can also batch approve from the main Timecard Search screen by checking the box to select all who you need to top left of the names, click actions, and then batch approve
    - You could select all and then actions – batch revoke if you did that by error
- **Adding earnings for additional for Time –off that cannot be requested (Bereavement, Jury Duty, Inclement weather) These are the only type of hours that managers can add without a change request**
  - o Click on Timecard Search in the Time Management section
    - Locate the specific timecard
    - Select add hours in the action section
    - Select the appropriate Pay Code, day. and amount of hours
    - Choose add hours.