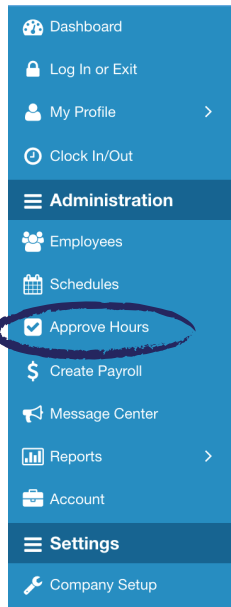


Only a Manager or Administrator has access to approve hours.
Only approved hours will appear on the payroll report.

1 Select Approve Hours



After you have logged in click **Approve Hours**.

2 Set the search criteria you want

The default dates are the current week. Use the date filters to see other dates.

☒ Approve hours

Start date
 4/13/2016

End date
 4/13/2016

Quick Dates
 Last To-date

You can also search for employees by:
Specific employee(s), Manager, Department and more.

3 Click Show

With some of the filters you will need to click the blue **Show** button to load the data you want.



4 Understanding what you see

If your employees entered time on their time sheet you will see it here.

Time Stamp (TS). The exact time the employee clocked in and out is time stamped and cannot be altered by anyone.

Approved. When you approve an entry it turns green.


Who Approve it? The Manager who approves (or edits) this entry is shown here.


Status	Day	Clock-in	Clock-out	Hours	OT	Qty	Lunch	Amount	Department	Updated By/At	Approve All
	Mon 11	04:30 PM TS: 04:28 PM	06:40 PM TS: 04:28 PM	2.17					Shadowing	Jeri P. 04/11/16 07:23PM	
	Wed 13	04:30 PM TS: 04:14 PM	06:40 PM TS: 04:14 PM	2.17					Coaching Classes		
				4.34	0.00	0.00		\$0.00			


Status	Day	Clock-in	Clock-out	Hours	OT	Qty	Lunch	Amount	Department	Updated By/At	Approve All
	Mon 11	04:00 PM TS: 03:51 PM	07:00 PM TS: 03:51 PM	3.00					Coaching Pre Team	Jeri P. 04/11/16 07:23PM	
	Tue 12	08:45 AM TS: 08:42 AM	11:00 AM TS: 08:42 AM	2.25					Coaching Classes		
	Tue 12	04:00 PM TS: 03:55 PM	07:00 PM TS: 03:55 PM	3.00					Coaching Pre Team	Kathy V. 04/13/16 07:26AM	
	Wed 13	04:00 PM TS: 03:13 PM	07:00 PM TS: 03:13 PM	3.00					Coaching Pre Team		
				11.25	0.00	0.00		\$0.00			





















⑤ Three Ways To Approve Hours





Click the green check mark for each entry one at a time.  *Slow*

Click the green "Approve All" button for each employee.  *Fast*

Click "Approve for all employees in this search" at the top right to approve all the entries you have found by your search criteria.  *Fastest*

										Approve All
Day	Clock-in	Clock-out	Hours	OT	Qty	Lunch	Amount	Department	Updated By/At	
Sun 10	01:18 PM TS: 01:18 PM 	04:28 PM TS: 04:28 PM 	3.17					B days - Front Desk		  
Tue 12					2			Management	Char T. 04/12/16 07:04PM	  
Tue 12	03:30 PM TS: 03:27 PM 	07:30 PM TS: 08:15 PM 	4.00					Front Desk Office	Char T. 04/13/16 04:41PM	  
Wed 13	12:25 PM TS: 12:25 PM 	05:01 PM TS: 05:01 PM 	4.60					Front Desk Office		  

Geo Location. If you want to know where the employee was when they entered their time click the blue balloon. If the balloon is red then the device the employee used was set to "DO NOT ALLOW LOCATION".

-  **Approve** this time entry.
-  **Unapprove** this time entry.
-  **Edit** this time entry.
-  **Delete** this time entry.

BEST BUSINESS PRACTICE

- Approve hours often** The longer a Manager waits to approve hours the more difficult it is to remember any special circumstances with a time entry that would affect their decision to approve or not approve it. Approve hours frequently. Daily, or every other day, would be optimal. Waiting to approve the hours on the day you need your payroll is not a good business practice.
- Require detailed notes** Every time entry has a message field for your employees to send you messages. Encourage them to use this feature to help communicate with you.
- Use Geo Location** Require every device your employees use (computer, iPad, tablet or smart phone) to be set up to allow your location. This way you can see where your employees are when clocking in and out.

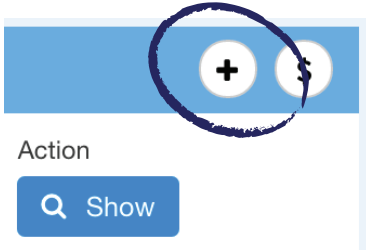
"My employee forgot to clock in. What do I do?"

Adding A Time Entry For An Employee is easy ...

There will be occasions when an employee forgets to clock in. When this occurs a Manager can add hours to an employee's time sheet for them by clicking the **+** button at the top of the Approve Hours screen.



"My employee forgot to clock in. What do I do?"



Click this button at the top right of the Approve Hours screen.

Fill out the information in the screen that appears and click the **Save** button.



Only hours that have been approved will appear in the list of hours when you create your payroll report. You must approve hours BEFORE you can create your payroll report.



SALARIED EMPLOYEES do not enter hours in the time clock. You can add your salaried employees to your payroll report AFTER you create your payroll report.

