

TEAMS: Time Card Approval Directions

TEAMS Employee Time Card Approver

Approve and Verify Time:

- **Editor:** Verify time Daily for the previous work day
- **Approver:** Weekly – Monday for the previous week.

TEAMS Entry Point: Time Card Approval

Tab: **Punch Verification**

Approver:

- 1) Ensure the editor has completed the task of verifying time.

Start Date: 08-07-2017

End Date: 08-11-2017

Employee Name: [Empty]

Status: Unverified

Pay Group: ALL

Type: All

On Behalf Of: Myself

Location: ALL

Search

No Names should Appear below.

- 2) Ensure the editor has completed the task of checking for missing dates.

Start Date: 08-07-2017

End Date: 08-11-2017

Employee Name: [Empty]

Status: Missing Dates

Pay Group: ALL

Type: All

On Behalf Of: Myself

Location: ALL

Search

Search Results

No names should appear below.

TEAMS: Time Card Approval Directions

Tab: Weekly Approval

Month/Year

Week Ending: 09-12-2017 Type: All My Status: All Employee Name:

Search Criteria

Pay Group: ALL Organization: ALL Location: ALL

On Behalf Of: Myself Total Hour Status: Include Substitute Time Cards: Yes No

Display Exempt Punches: Yes No Both **Search**

My Approval must have all As

Plug Required must have all NOs

Time Card Weekly Approval													
Employee Name	Employee ID	PCN/Job ID	Role/Function Name	Time Missed	Total for the Week	Scheduled	Time Worked	Projected OT	My Approval	Final Status	Plug Required	Plug Applied	

Pay attention to **Total for the Week** column. The approver is responsible for all time and knowing who is working overtime. It is against the law to change time that has been earned. The administrator is responsible for addressing unapproved overtime.

Approve All Time Cards

Approve All Time Cards button will approve all that do not have overtime. You must click on the individual name to approve time cards with overtime.

When all time cards are approved (**My Approval** column has all **As**), select **Weekly Plug**.

Weekly Plug

The **Weekly Plug** will “plug” missing time on employees that did not work their entire schedule. Note the missing time is pulled from comp time. If there is no comp time, it is pulled from sick leave.