Time and Attendance	AiM User Guide

Timecard Approval

The Timecard Approval Screen approves or rejects individual timecard records. An approved timecard record creates a financial transaction, applying a labor charge to the work order phase. The eligible timecard entries for approval can be selected individually, by Shop Person, or by Select All.

When using the Timecard Approval screen you will only see timecards that have **not** been approved. Once a timecard has been approved it can only be adjusted, so a timecard should not be approved until the approver is certain that all entries have been made to the timecard.

You might have direct access to the Timecard Approval screen with your search criteria already specified through a widget on one of your dashboards. This guide shows you how to find timecards to approve without the help of a widget.

1. The Timecard Approval screen can be accessed from the menu:



2. You will now need to fill out the query screen to find the timecards you need to approve.

Ex	Basic Search	Reset	
7	Action		Operator
ĩ	New Query	Shop	= • Q
•	View	Timecard	
			Operator
		Transaction	= •
		Shop Person	= v Q
		Work Date	= V
		Created By	= v Q
		Entry Date	= V
		Editor	= v
		Edit Date	= V



4. You will now see the timecards waiting to be approved:

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Commented [CP1]: add instruction on how to enter Timecard approval from widget

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AiM Timecard Approval	0 0 •					
Approve Reject Search						
Action Select All Error Log	More Detail					
Q Errer L03 Shop Person DNOSDHOE L2 Name	Total Days 1 Total Hours 7.50					
Shop Person IMANN17 Name JOPN MANN	Total Days 1 Total Hours 7.25					
Shop Person JSIMMO25 Name JANET SIMMONS	Total Days 1 Total Hours 7.50					
Shop Person KHOWARD1 Name KENNETH HOWARD	Total Days 1 Total Hours 7.50					
5. You have several options on this screen.						
a. Click: More Detail to see the details of the timecard entry.						
b. View timecard details, click Transaction hyperlink. To ret	urn from the Transaction screen click:					
 c. To process a Timecard, select a timecard by placing a check All 	x in the appropriate box or click: Select					
d. Choose a status:						
i. Approve The status for approved timecard are placed against a phase.	s becomes posted. Labor charges					
ii. Reject Rejected timecards do not create timecards can be corrected and a	-					
e. If a transaction should fail, click on the Error Log hyperlink.						
AiM Timecard Approval						
Approve Reject						
After each approval / rejection action a Message						
screen will show how many records were approved or rejected and how many failed due to errors.	ved: 3 - Failed: 0					
	ОК					

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		no records to approve or reject, a blank Timecard Approval Screen will appear with a message are no timecards for approval.					
	AiM Timecard App	proval					
	Approve Reje						
	Action		vere found for approval.	_			
	Q Error Log						