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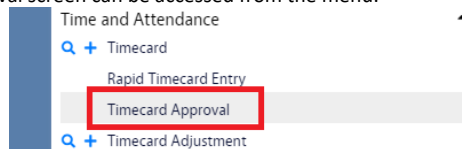
2. You will now need to fill out the query screen to find the timecards you need to approve.

3. Click:

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

5. You have several options on this screen.

    a. Click: to see the details of the timecard entry.

    b. View timecard details, click **Transaction hyperlink.** To return from the Transaction screen click:

    c. To process a Timecard, select a timecard by placing a check in the appropriate box or click: **Select All**

    d. Choose a status:

        i.   The status for approved timecards becomes posted. Labor charges are placed against a phase.

        ii. Rejected timecards do not create financial transactions. Rejected timecards can be corrected and approved.

    e. If a transaction should fail, click on the **Error Log** hyperlink.
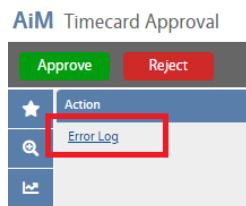
After each approval / rejection action a screen will show how many records were approved or rejected and how many failed due to errors.
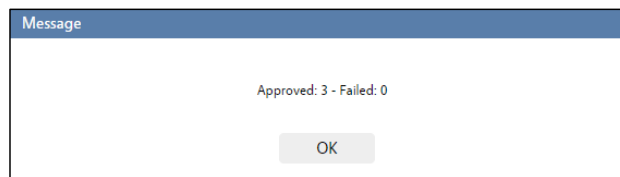
When there are no records to approve or reject, a blank Timecard Approval Screen will appear with a message indicating there are no timecards for approval.