UKG – Approve Associate Timecards
Job Aid – People Leaders

This document explains how you can approve associate timecards from your computer or mobile device. You can approve timecards for multiple associates at one time.

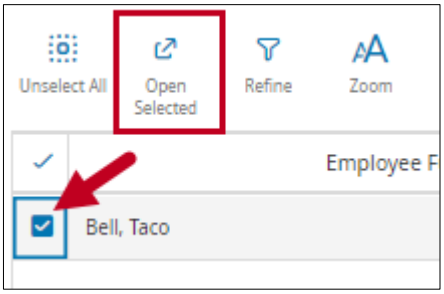
Timecard Approval Status Visual Cues

The background color of the timecard changes depending on who has approved it.

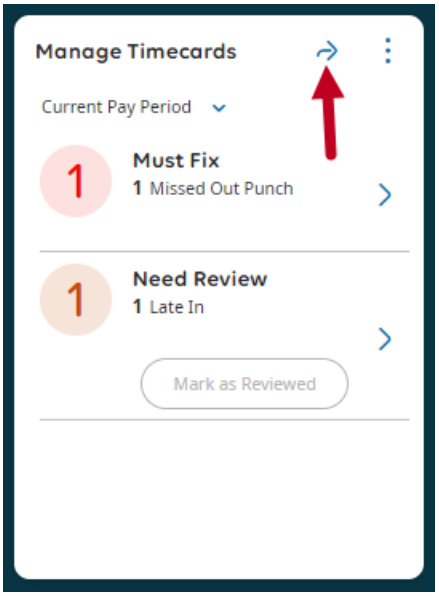
Background Color	Description
	Approved by associate but not by manager.
	Approved by manager but not associate.
	Approved by both associate and manager.
	Timecard has been signed off.

Approve Associate(s) Timecard(s)

1. From the **Workforce Management Homepage** on the **Manage Timecards** tile, **click** the **All Timecards** arrow in the upper right
2. **Mark** the **checkbox** next to the associate(s) name(s) and then **select Open Selected**



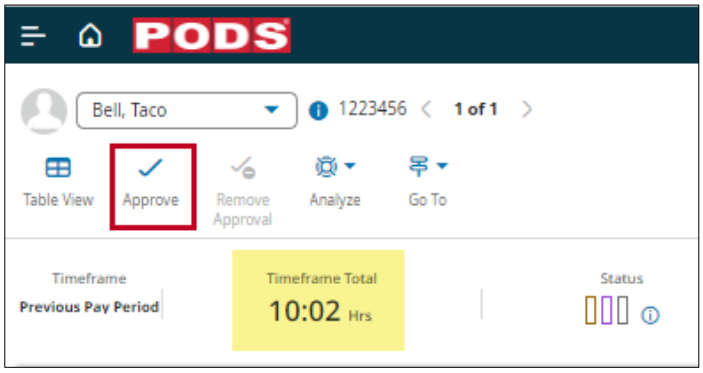
Tip: To approve all associate timecards at one time, click the Select All icon ✓



3. **Select** the appropriate **timeframe** using the calendar icon in the upper right of the page



4. **Ensure** timecard **accuracy** including information on the **Timeframe Total**
5. **Select Approve**
6. **Select Yes** in the dialog pop-up (this appears for approval of multiple associate timecards at one time)



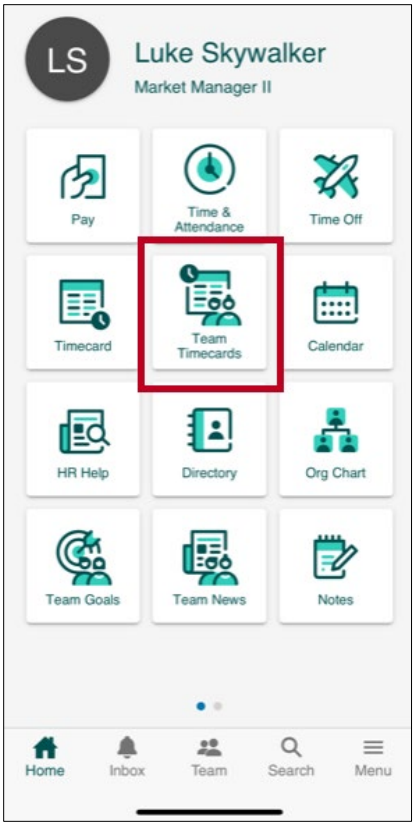
Note: Depending on your dataview, you may want to refresh your view to confirm your approval. Navigate to Main Menu and select Dataviews & Reports and then Group Edit Results. Expand, complete, and confirm your approval

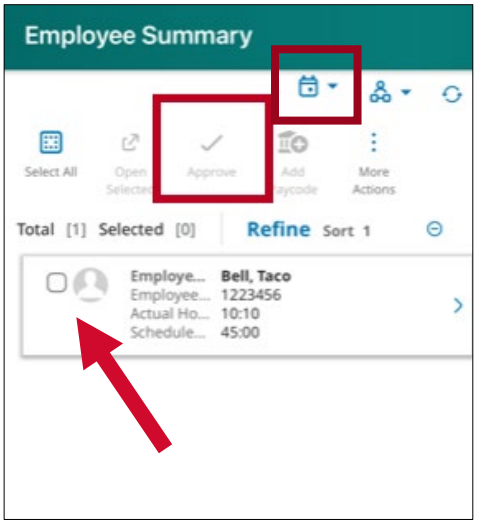
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Access Timecards on Your Mobile Device

When you believe that your associate's timecard is complete, accurate, and ready for signoff, you approve it.

1. From the **Mobile Main Menu** screen **click Team Timecards** tile to open the **Employee Summary** screen
2. **Use** the **calendar icon** at the top of the screen to **select** the appropriate **timeframe**
3. **Click** the **associate timecard** to open the **Employee Timecard**
4. **Review** the timecard **details** for accuracy and **click Approve** if correct
5. To remove approval, **select More Actions** and then **select Remove Approval**



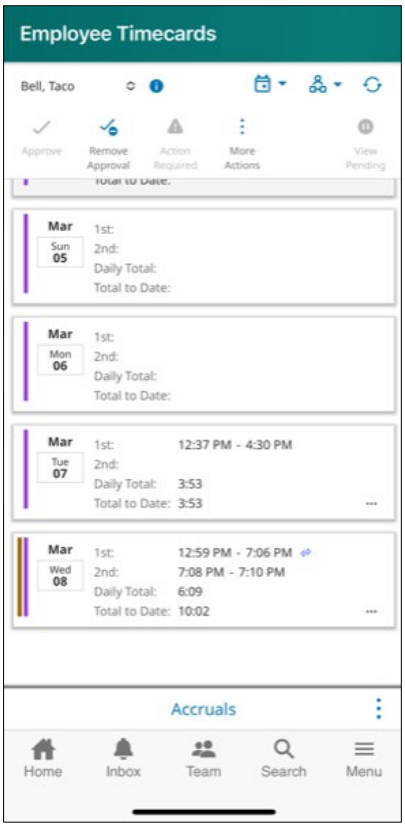


Approval Verification

You can approve the entire timeframe or part of the timeframe. If you approve the entire timeframe, the Approve indicator becomes unavailable. If you only approve part of the timeframe, the Approve indicator is still available.

The approval bar on the left side of the timecard changes, depending on who has approved it:

- **Solid brown bar** - all days approved by associate
- **Solid purple bar in the middle** - all days approved by manager
- **Solid gray bar** - all days signed off



Approve Multiple Timecards -

You can approve multiple timecards at the same time.

1. From the **Mobile Main Menu** screen **click Team Timecards** tile to open the **Employee Summary** screen
2. **Select multiple associates** to approve
3. **Select Approve**
4. In the confirmation box, **click Yes**