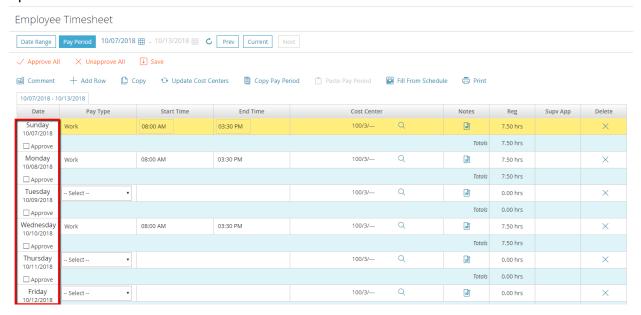
Approve My Timesheet as an Employee in Paylocity

Using the Web

- 1. Navigate to **Time & Labor > Timesheet**.
- 2. Apply **Approval** in two ways:
 - Select Approve All to approve all days.
 - Enable the Approve checkbox for individual days. Although the Approve box can activate for blank dates, a checked box only saves for dates with time recorded.
- 3. Select **Save** before navigating away from the timesheet.
- 4. If prompted with a **Timesheet Acknowledgement**, select **Accept** to save the updated time.



Using Mobile App

- 1. Log In to the Paylocity Mobile App.
- 2. Access Timesheet.
- 3. Tap **Approve**.
 - NOTE: The Approve Button won't appear for weeks with no time recorded. Users cannot approve blank timecards.

4. Approve shifts:

- Tap **Select All** to choose all timesheet entries.
- Tap the fields next to the individual entries to approve.
 - **NOTE:** Once approved, you cannot modify the shift. You must remove the approval in order to make changes.
- 5. Tap **Update** to save the selections. Approved shifts display with the green **Approved** icon.
- 6. Tap **I Accept** to provide the acknowledgement if applicable. An approval flag appears next to any approved entry or time off request.