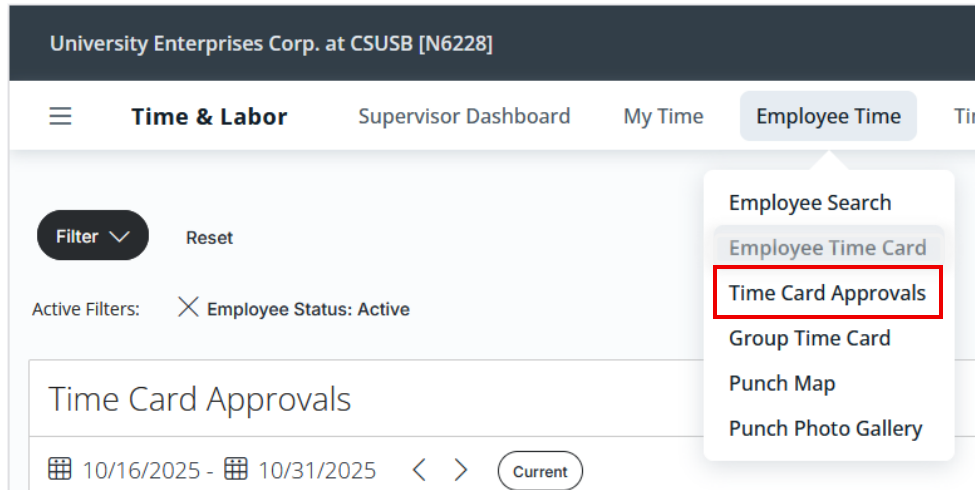


Time Card Approvals Page – Approving multiple employees at a time

1. Navigate to **Time & Labor > Employee Time > Time Card Approvals**. The date range defaults to the current pay period, unless changed the last time a user logged in.



2. Select **Filters** to view Time Cards by different:
 - Payroll Policy date ranges, employee groups or salary types.
3. Select the < symbol to view Time Card totals for the previous pay period.
4. Select any column header to sort from least to greatest or greatest to least.
 - The system grays out **Approve** for Time Cards containing past period dates.
5. Select the box in the **Approve header** to approve all Time Cards listed on the page.
6. Select the box in the **Approve** column for individual employee rows to approve individual employee's Time Cards.
7. Select **Save**.

A screenshot of the 'Time Card Approvals' table. The table has a header row with columns: Employee, Company ID, Employee ID, Regular, OT1, OT2, Non Work, Total, Adjustment s, Missing Punches, Pending Corrections, Estimated Meal Premiums, Approved Meal Premiums, Employee Approved, Supervisor Approved, and Assigned Supervisor. The first row of data is highlighted with a red rectangle. The 'Approve' column has a checkbox that is checked. The 'Save' button is also highlighted with a red rectangle. The table is for the date range '08/24/2025 - 09/08/2025' and the 'Payroll Policy Duration' is 'CA Non-Exempt'.

Approve	Employee	Company ID	Employee ID	Regular	OT1	OT2	Non Work	Total	Adjustment s	Missing Punches	Pending Corrections	Estimated Meal Premiums	Approved Meal Premiums	Employee Approved	Supervisor Approved	Assigned Supervisor
<input checked="" type="checkbox"/>				0.00 hrs	0.00 hrs	0.00 hrs	88.00 hrs	88.00 hrs	\$0.00	0	0	0.00 hrs	0.00 hrs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>				56.8167 hrs	0.0667 hrs	0.00 hrs	20.00 hrs	76.8833 hrs	\$0.00	0	0	0.00 hrs	0.00 hrs	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				0.00 hrs	0.00 hrs	0.00 hrs	17.00 hrs	17.00 hrs	\$0.00	0	0	0.00 hrs	0.00 hrs	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				68.25 hrs	5.0833 hrs	0.00 hrs	12.00 hrs	85.3333 hrs	\$0.00	0	0	0.00 hrs	0.00 hrs	<input type="checkbox"/>	<input type="checkbox"/>	