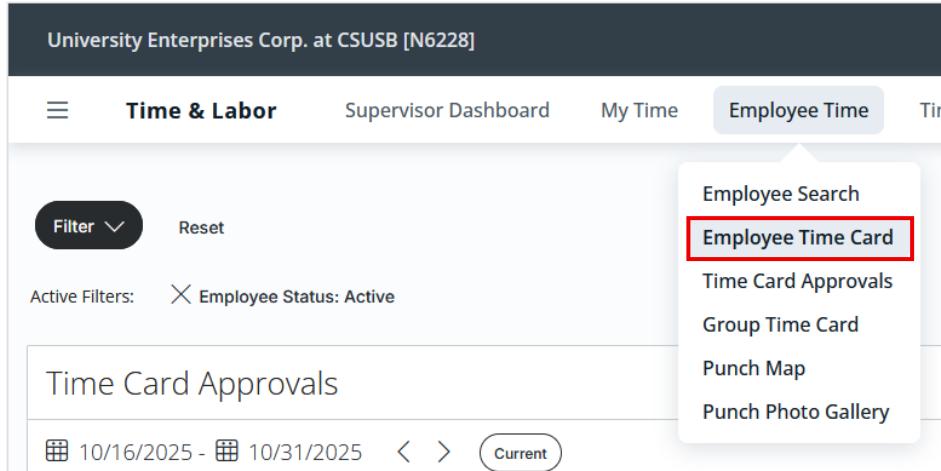


Approve Employee Time Cards in Paylocity – For Supervisors

Employee Time Card – Approving one employee at a time

1. Navigate to **Time & Labor > Employee Time > Employee Time Card**.

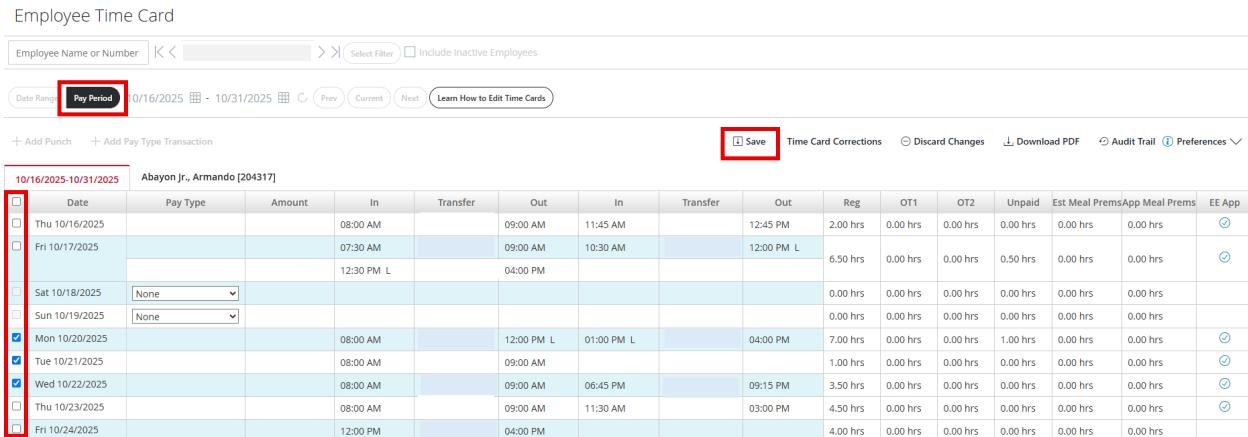


The screenshot shows the Paylocity Supervisor Dashboard. The top navigation bar includes 'Time & Labor', 'Supervisor Dashboard', 'My Time', 'Employee Time' (which is the active tab), and 'Time'. A dropdown menu is open over the 'Employee Time' tab, with 'Employee Time Card' highlighted by a red box. The main content area shows 'Time Card Approvals' for the pay period 10/16/2025 - 10/31/2025.

2. Select the **box** to the left of the Date Header to select all days with time to approve.

OR

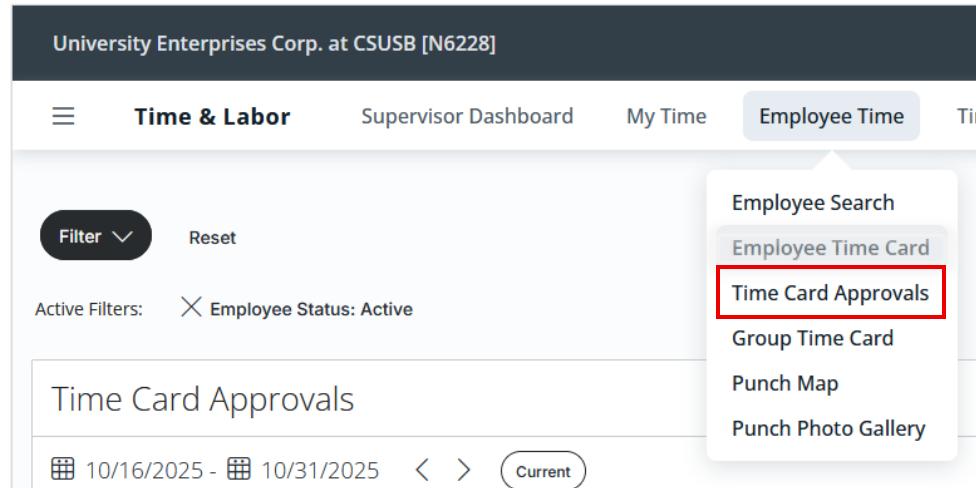
3. Select the **box** to the left of individual days to select only specific days to approve.
4. **Save** the approval.



The screenshot shows the 'Employee Time Card' page for employee Abayon Jr., Armando. The 'Pay Period' is selected as 10/16/2025 - 10/31/2025. The 'Save' button is highlighted with a red box. The main table lists time punches for the specified period. The first two rows (10/16/2025 and 10/17/2025) have checkboxes to their left, which are both empty. The third row (10/18/2025) has a checkbox which is empty. The fourth row (10/19/2025) has a checkbox which is empty. The fifth row (10/20/2025) has a checkbox which is checked. The sixth row (10/21/2025) has a checkbox which is checked. The seventh row (10/22/2025) has a checkbox which is checked. The eighth row (10/23/2025) has a checkbox which is empty. The ninth row (10/24/2025) has a checkbox which is empty.

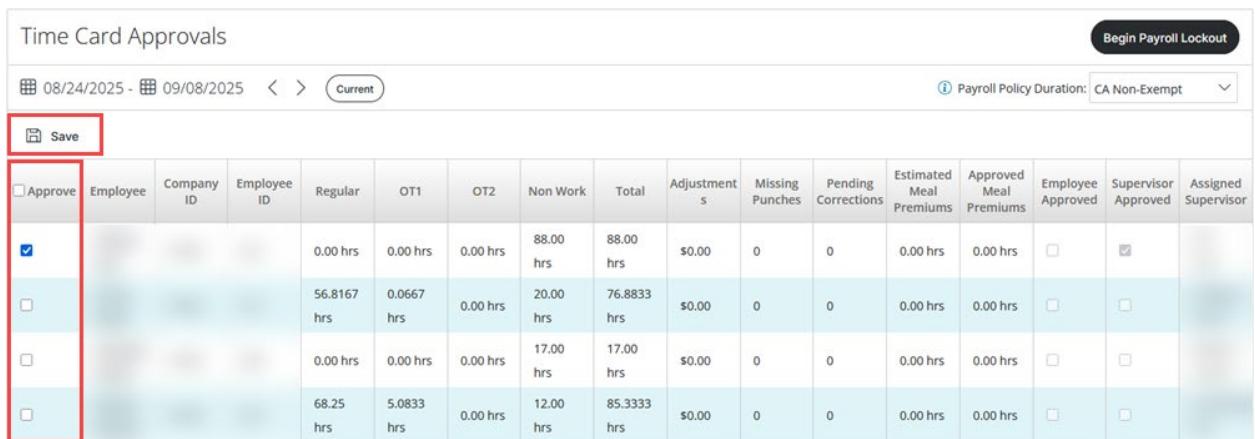
Time Card Approvals Page – Approving multiple employees at a time

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.



The screenshot shows the 'Time Card Approvals' page. At the top, there is a header bar with the text 'University Enterprises Corp. at CSUSB [N6228]'. Below the header, there is a navigation bar with tabs: 'Time & Labor' (which is the active tab), 'Supervisor Dashboard', 'My Time', 'Employee Time' (which is highlighted with a blue box), and 'Time Card Approvals'. Under the 'Employee Time' tab, there is a dropdown menu with the following options: 'Employee Search', 'Employee Time Card', 'Time Card Approvals' (which is highlighted with a red box), 'Group Time Card', 'Punch Map', and 'Punch Photo Gallery'. Below the dropdown menu, there is a section for 'Active Filters' with a 'Filter' button and a 'Reset' button. The date range is set to '10/16/2025 - 10/31/2025' with a 'Current' button. The main content area is titled 'Time Card Approvals'.

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**.



The screenshot shows a table titled 'Time Card Approvals' with a 'Save' button in the top right corner. The table has a header row with the following columns: 'Approve' (highlighted with a red box), 'Employee', 'Company ID', 'Employee ID', 'Regular', 'OT1', 'OT2', 'Non Work', 'Total', 'Adjustments', 'Missing Punches', 'Pending Corrections', 'Estimated Meal Premiums', 'Approved Meal Premiums', 'Employee Approved', 'Supervisor Approved', and 'Assigned Supervisor'. Below the header, there are four data rows. The first row has a checked 'Approve' box. The second row has an unchecked 'Approve' box. The third row has an unchecked 'Approve' box. The fourth row has an unchecked 'Approve' box. The table also includes a date range '08/24/2025 - 09/08/2025' and a 'Payroll Policy Duration' dropdown set to 'CA Non-Exempt'.

Approve	Employee	Company ID	Employee ID	Regular	OT1	OT2	Non Work	Total	Adjustments	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"/>	