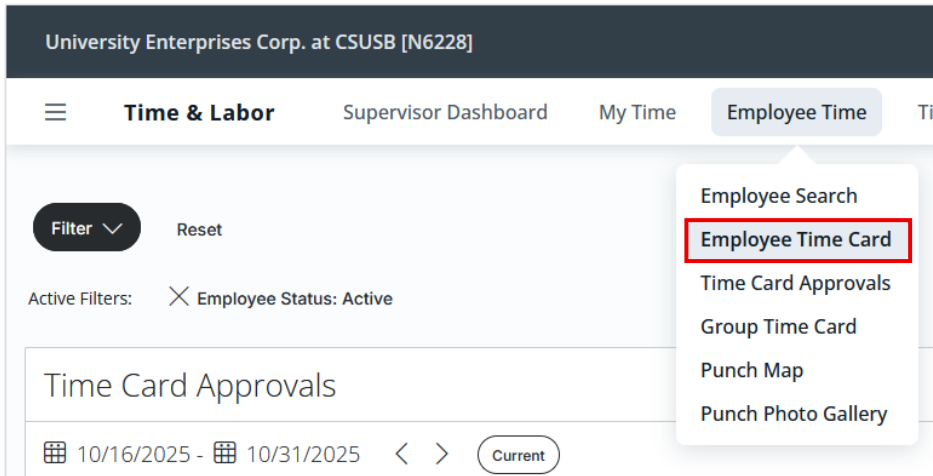


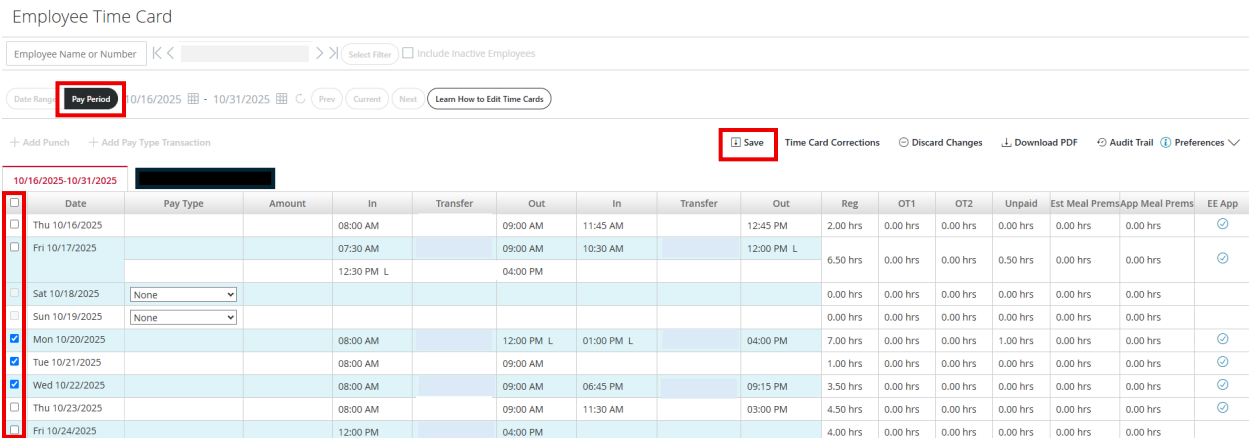
# Approve Employee Time Cards in Paylocity – For Supervisors

## Employee Time Card – Approving one employee at a time

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



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.



## 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 top navigation bar of the system. The user is logged in as 'University Enterprises Corp. at CSUSB [N6228]'. The main navigation menu includes 'Time & Labor', 'Supervisor Dashboard', 'My Time', 'Employee Time', and 'Time Card Approvals'. A dropdown menu is open under 'Employee Time', listing options: 'Employee Search', 'Employee Time Card', 'Time Card Approvals' (highlighted with a red box), 'Group Time Card', 'Punch Map', and 'Punch Photo Gallery'. Below the navigation, there are filter controls with a 'Filter' button and a 'Reset' link. An active filter is shown: 'Employee Status: Active'. The main heading is 'Time Card Approvals' with a date range of '10/16/2025 - 10/31/2025' and a 'Current' button.

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 the 'Time Card Approvals' table. At the top right, there is a 'Begin Payroll Lockout' button. The date range is '08/24/2025 - 09/08/2025' with a 'Current' button. A 'Payroll Policy Duration' dropdown is set to 'CA Non-Exempt'. A 'Save' button is highlighted with a red box. The table has columns for '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', and 'Assigned Supervisor'. The first row has a checked 'Approve' box and a checked 'Supervisor Approved' 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.

<input type="checkbox"/> 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"/>	