

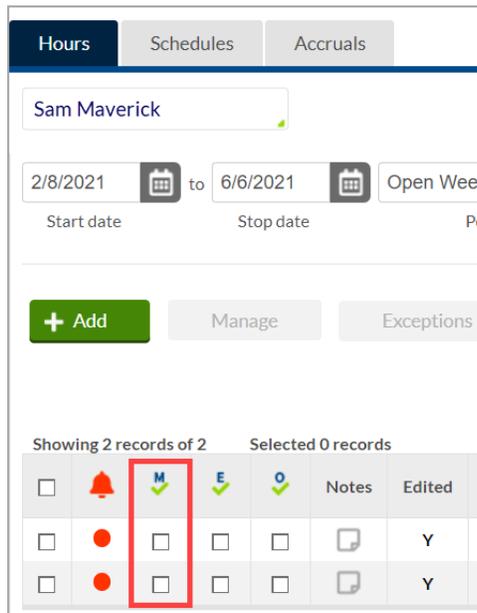
## Approving Hours Job Aid

Hours must be approved by both the employee themselves and their Manager. It is suggested that Managers review and approve hours on a weekly basis. Managers can approve hours from the Hours screens or through their Dashboard widget.

### Individual or Group Hours Screen

1. Navigate to the hours using either the Individual Hours (Hours > Individual Hours) or Group Hours (Hours > Group Hours) screen.
2. Either select the desired employee or group of employees.
3. If necessary, adjust the Start and End dates to view the appropriate time span.
4. Once the hours have been reviewed, and amended if necessary, and found to be correct, click the individual checkboxes in the column below the “M” to approve the hours within that segment.

#### Individual Hours Screen



Hours | Schedules | Accruals

Sam Maverick

2/8/2021 to 6/6/2021 Open Week

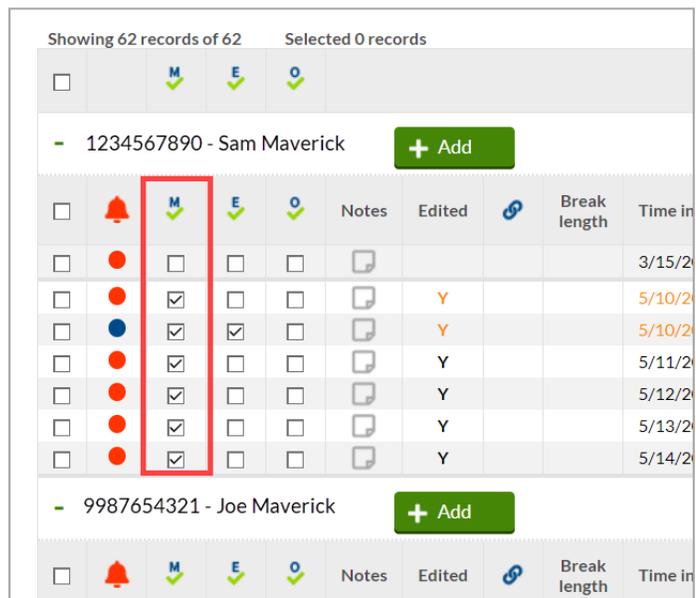
Start date Stop date

+ Add Manage Exceptions

Showing 2 records of 2 Selected 0 records

<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Notes	Edited
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y

#### Group Hours Screen



Showing 62 records of 62 Selected 0 records

- 1234567890 - Sam Maverick + Add

<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Notes	Edited	Break length	Time in
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				3/15/2
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		5/10/2
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		5/10/2
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		5/11/2
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		5/12/2
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		5/13/2
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		5/14/2

- 9987654321 - Joe Maverick + Add

<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Notes	Edited	Break length	Time in
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Alternately, click the Manager icon to approve all hour segments for an employee.



## Required Approvals Dashboard Widget

Managers can also review the Required Approvals widget on the Manager Dashboard for any hours that need approval. The Jump to Group Hours link will go to the Group Hours screen and display only the employee hours that need approval.

MY DASHBOARD ☆

\* 6604 employees were not calculated in this total. ?

**REQUIRED APPROVALS** 66\*

15/66

Name	Type	Date	✓
Alejandro	Employee Approval	05/23 11:59 P - 03:59 P (TS)	✓
Alejandro	Manager Approval	05/23 11:59 P - 03:59 P (TS)	✓
Alejandro	Employee Approval	05/30 11:59 P - 03:59 P (TS)	✓
Alejandro	Manager Approval	05/30 11:59 P - 03:59 P (TS)	✓
Alejandro	Employee Approval	06/06 11:59 P - 03:59 P (TS)	✓
Alejandro	Manager Approval	06/06 11:59 P - 03:59 P (TS)	✓
Felicia	Employee Approval	05/23 11:59 P - 03:59 P (TS)	✓
Felicia	Manager Approval	05/23 11:59 P - 03:59 P (TS)	✓
Felicia	Employee Approval	05/30 11:59 P - 03:59 P (TS)	✓
Felicia	Manager Approval	05/30 11:59 P - 03:59 P (TS)	✓
Felicia	Employee Approval	06/06 11:59 P - 03:59 P (TS)	✓
Felicia	Manager Approval	06/06 11:59 P - 03:59 P (TS)	✓
Hourly Horan	Employee	05/18 08:00 A - 04:00 P	✓

[Jump to Group Hours](#)

**MISSED PUNCHES**

Name	Type	Date
	Missed Out	06/04 04:00 A - 04:00 P
	Missed Out	06/08 02:00 P - 03:59 P
	Missed Out	06/11 03:00 P - 03:59 P

**PENDING TIME OFF REQUESTS**

Name	Date	Request
	5/7	Jury Duty - 08:00 AM to 04:00 PM
	4/26	Jury Duty - 08:00 AM to 04:00 PM
	4/27	Parent/Teacher Conference - 02:00 PM to 04:00 PM
	4/29	Bereavement - 08:00 AM to 04:00 PM
	4/30	Bereavement - 08:00 AM to 04:00 PM
	5/6	Red Cross Volunteer - 12:00 AM to 04:00 PM
	5/7	Red Cross Volunteer - 12:00 AM to 04:00 PM
	4/2	Unspecified - 08:00 AM to 04:00 PM
	4/8	Unspecified - 08:00 AM to 04:00 PM

Managers can approve hours from this widget using the checkmark beside the hours to be approved.

**REQUIRED MGR APPROVAL** 6\*

6/6

Name	Type	Date	✓
Jir	Manager Approval	10/01 08:00 A - 04:00 P (TS)	✓
Jir	Manager Approval	10/04 08:00 A - 04:00 P (TS)	✓
Jir	Manager Approval	10/05 08:00 A - 04:00 P (TS)	✓
Jir	Manager Approval	10/06 08:00 A - 04:00 P (TS)	✓
Jir	Manager Approval	10/07 08:00 A - 04:00 P (TS)	✓
Jir	Manager Approval	10/08 08:00 A - 04:00 P (TS)	✓

[Jump to Group Hours](#)

Last Revision: 2/14/2023

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