

NON-EXEMPT PAY PERIOD APPROVAL																				
Show All Non-Ex Home and Tr... Edit Time Period Previous Pay Period Refresh																				
Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Schedule ▾ Approvals ▾ Payroll Prep ▾ Person ▾ Attendance ▾ Leave ▾																				
Person ID	Name	Job Home Dept	Title Code	Missed Punch	Employee Approval	Sprv Approval Multiple Friendly Names	Sprv Approval Single Friendly Name	HCM Manager	REG	OTS	OTP	OT2	CTS	CTP	CT2	Vacation	Sick	Holiday	Other Pay Codes	Pay Code Total Actual

Pay Codes not on the Genie are reflected here.

Missed Punches must be cleared before timecards can be approved.

Click twice on the Missed Punch column heading to move all missed punches to the top of the employee list. Then select the employees with missed punches, and click the Timecard Quicklink to view and correct their timecards .

This column will have check marks for each employee who has approved his/her timecard.

If you see timecards without approvals, that may indicate the employee has not reviewed his/her timecard.

Check these timecards before approving them.

This NEW column is reserved for employees with multiple friendly names. *

It will display a **check mark** (indicates at least one supervisor has approved), a **blank space** (means the timecard has not been approved), or an **"n/a"** (means the employee has only one supervisor; approval will be displayed in the following column).

This NEW column is reserved for employees with only one friendly name. *

It will display the number **"1"** for each employee who has been approved by a supervisor. (It might have the number **"2"** if it has also been approved by a delegate.)

A **blank space** means no supervisor has approved.

Review Overtime and Comp Time.

REG Hours are hours worked. Review these hours.

Review hours assigned to Pay Codes.

Review total hours.

* For proof that *you* have approved a timecard, check the timecard itself, and look for certification of approval below the word, "TIMECARD".

Approvals:

- Timecard Approval by Employee (rcarter002): 7/05/2014
- Timecard Approval by Manager (dparkinson002): 7/05/2014

Save Remove Approval Comments → Primary Account