

Manage Timecard Tile

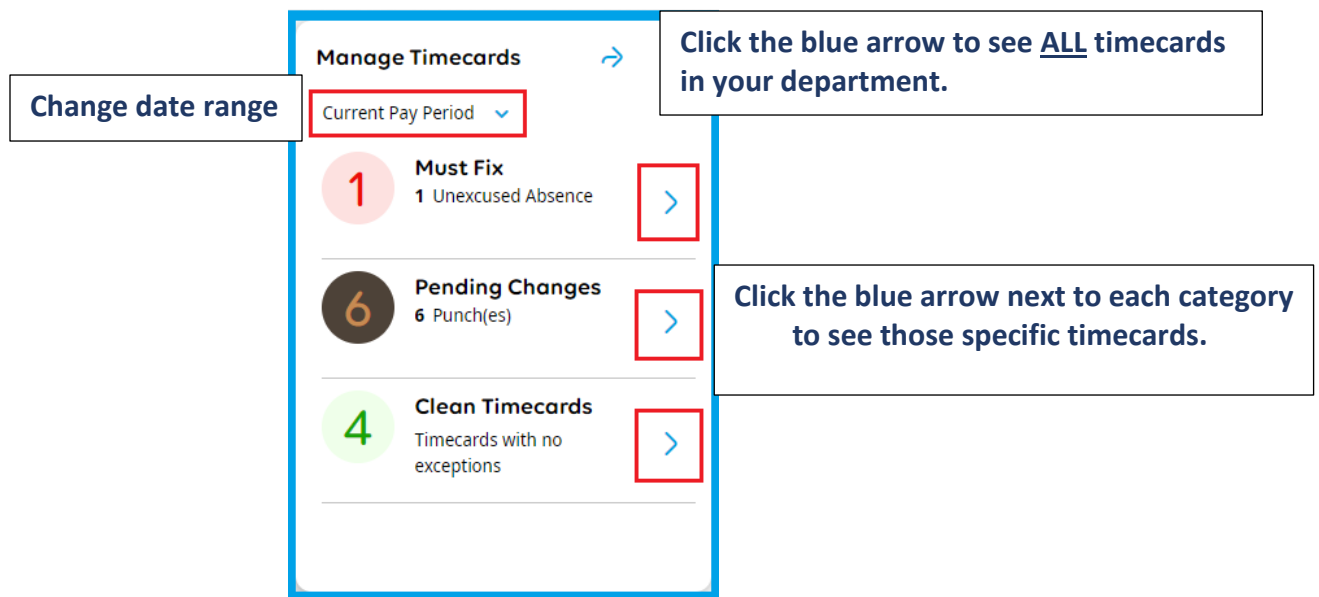
The Manage Timecards Tile allows managers to have a consolidated view of timecards with exceptions, pending changes, or those that can be approved.

About Manage Timecard Tile

- Managers can easily navigate to the Employee Timecards page from the Manage Timecards tile for further editing and review.
- Any employee showing in the **Must fix** or **Pending** category cannot have their timecard approved until it is reviewed and corrected.
- Clean** timecards should always be reviewed prior to Approving for the pay period.

Navigating the Manage Timecard Tile

- The date range defaults to the current pay period, you can change your dates by selecting the drop-down menu.
- The **Must Fix** category indicates employees who have missed punches and/or unexcused absences. You will not be able to approve these timecards until the exceptions have been addressed.
- The **Pending Changes** category shows the number of timecard edits that an employee(s) has submitted for your approval/refusal. All pending edits must be approved or refused, or you will not be able to approve the timecard at the end of the pay period.
- The **Clean Timecards** category are timecards that have no exceptions. **These timecards still need to be reviewed prior to approving for the pay period.**



The screenshot shows the 'Manage Timecards' tile. It features a header 'Manage Timecards' with a blue arrow icon. Below the header is a 'Current Pay Period' dropdown menu. The tile is divided into three categories: 'Must Fix' (1 Unexcused Absence), 'Pending Changes' (6 Punch(es)), and 'Clean Timecards' (Timecards with no exceptions). Each category has a blue arrow icon to its right. Annotations include: 'Change date range' pointing to the dropdown menu; 'Click the blue arrow to see ALL timecards in your department.' pointing to the blue arrow in the header; and 'Click the blue arrow next to each category to see those specific timecards.' pointing to the blue arrows next to the category names.

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