

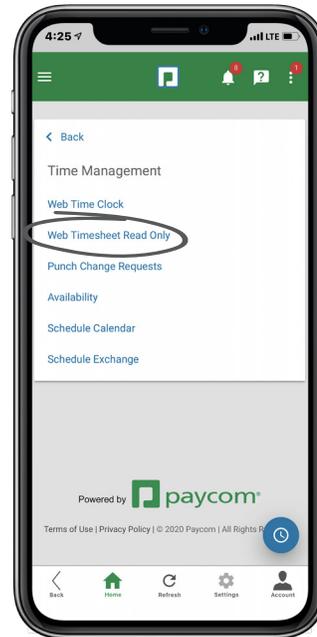
# SHOW ME HOW

to Approve My Timecard  
Time and Attendance



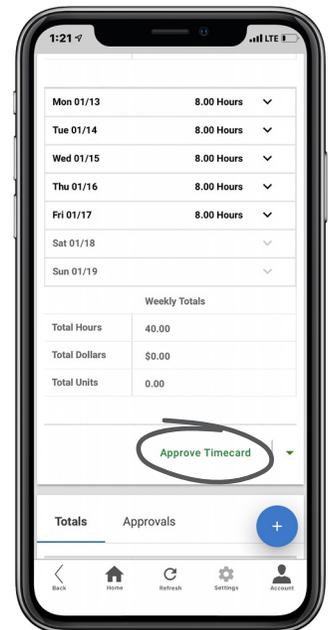
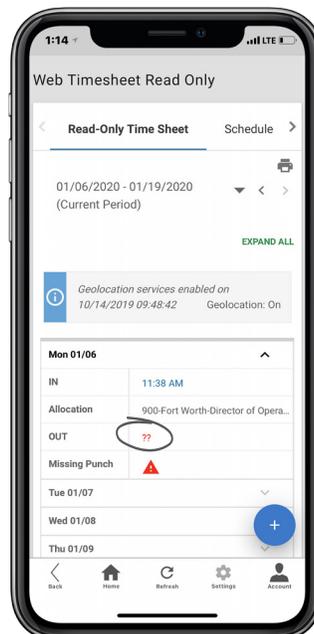
## STEP 1

In Employee Self-Service®, navigate to Time Management > Web Timesheet Read Only.



## STEP 2

Any missing punches will display with two question marks. Click "??," then "Add Punch Change Request." Once there are no missing punches, click "Approve Timecard."



# EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.



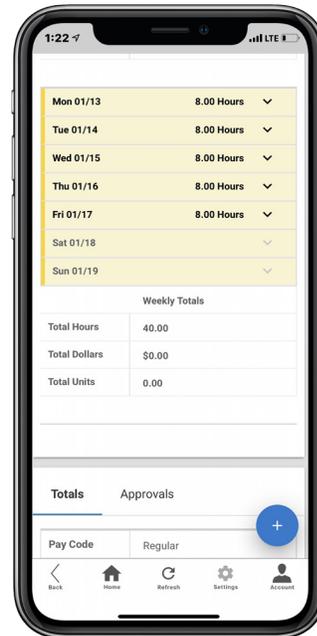
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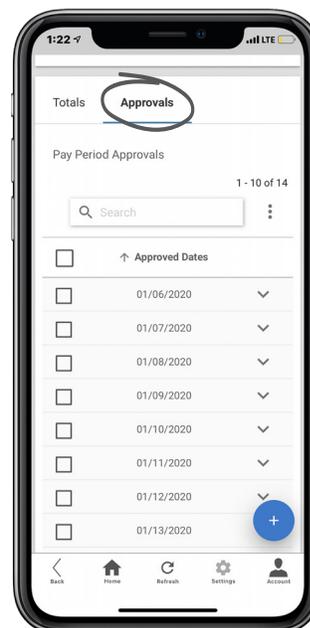
## STEP 3

Upon approval, punches will display in yellow.



## STEP 4

An audit trail of approvals can be found under the Approvals tab at the bottom of the page.



# EMPLOYEES

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