Timecard Approval

The Timecard Approval Screen approves or rejects individual timecard records. An approved timecard record creates a financial transaction, applying a labor charge to the work order phase. The eligible timecard entries for approval can be selected individually, by shop person, or by select all.

1. From the Approvals channel, click: **Timecards**
   a. **Select a timecard.** Place a check by clicking the appropriate box or click: **Select All**.

   ![Timecard Approval Screen](image)

   a. View timecard details, click **Transaction hyperlink**

   b. Choose a status:

   i. **Approve** The status for approved timecards becomes posted. Labor charges are placed against a phase.

   ii. **Reject** Rejected timecards do not create financial transactions. Rejected timecards can be corrected and approved.

**NOTE:** If a transaction should fail, to view error log and contact Work Control, or Jenelle Feddersen at m.feddersen@okstate.edu for assistance.

After each approval / rejection action a screen will show how many records were approved or rejected and how many failed due to errors. When all the records are approved or rejected, a blank Timecard Approval Screen will appear with a message indicating there are no timecards for approval.