## TM-01

## **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.

|   | Approvals    | <b>^</b> | Ø |
|---|--------------|----------|---|
| 2 | 35 Timecards |          |   |

| AiM 🔳   | Timecard A | proval                                       |                       |                           | About Logout |
|---------|------------|--|-----------------------|---------------------------|--------------|
| Approve | Reject     | Search                                       |                       |                           |              |
| Action  |            | Select All                                   | Click for more/less d | etail —                   | Less Detail  |
|         |            | Shop Person 10027533 Name RICHARD MORNHINWEG |                       | Total Days<br>Total Hours | 2<br>16.00   |
|         |            | Work Date Transaction Description            | Non-Leave Hours       | Leave Hours               | Total Hours  |
|         |            | ☑ Oct 19, 2015 57281 ← Click 1               | o view timecard 0.00  | 8.00                      | 8.00         |
|         |            | ✓ Oct 20, 2015 <u>57605</u>                  | 0.00                  | 8.00                      | 8.00         |

- 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 <u>m.feddersen@okstate.edu</u> for assistance.

| Timecard Approval                      |        | STANDARD_MGR | About | Help | Logout |  |  |
|--|--------|--------------|-------|------|--------|--|--|
| Approve Reject                         | Search |              |       |      | AiM    |  |  |
| No Time Cards were found for approval. |        |              |       |      |        |  |  |

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.