

# Employee Timecard Approval

Due weekly by 11pm on Fridays.

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# Employee Timecard Approval

Article ID: PCTY-54033  
**Approve Timesheet**

Companies can configure employee Timesheet approvals in Payroll Policies. Supervisor / Administrators have the ability to approve employee timecards before processing payroll.

**Web**

1. Navigate to **Time & Labor > My Timesheet**.
2. Apply **Approval** in two ways:
  - o Select **Approve All** to approve all days.
  - o Enable the **Approve** checkbox for individual days.
3. Select **Save** before navigating away from the timesheet.

Employee Timesheet

Date Range: 10/07/2018 - 10/13/2018

Approve All  
  Unapprove All  
  Save

 
   
   
   
   
   
   

Date	Pay Type	Start Time	End Time	Date	Cost Center	Notes	Reg	Supv App	Delete
Sunday 10/07/2018	Work	08:00 AM	03:30 PM		100/3/---		7.50 hrs		X
<input type="checkbox"/> Approve	Totals						7.50 hrs		
Monday 10/08/2018	Work	08:00 AM	03:30 PM		100/3/---		7.50 hrs		X
<input type="checkbox"/> Approve	Totals						7.50 hrs		
Tuesday 10/09/2018	-- Select --				100/3/---		0.00 hrs		X
<input type="checkbox"/> Approve	Totals						0.00 hrs		
Wednesday 10/10/2018	Work	08:00 AM	03:30 PM		100/3/---		7.50 hrs		X
<input type="checkbox"/> Approve	Totals						7.50 hrs		
Thursday 10/11/2018	-- Select --				100/3/---		0.00 hrs		X
<input type="checkbox"/> Approve	Totals						0.00 hrs		
Friday 10/12/2018	-- Select --				100/3/---		0.00 hrs		X

**Mobile**

1. Log into Paylocity Mobile Application
2. Tap **Timesheet** from the main menu.
3. Tap **Approve**.
4. Approve shifts:
  - o Tap **Select All** to choose all timesheet entries.
  - o Tap the fields next to the individual entries to approve.
5. Tap **Update** to save the selections. Approved shifts will display with the green **Approved** icon.
6. Tap **I Accept** to provide the acknowledgement if applicable. An approval flag will appear next to any approved entry or time off request.

**Important Information:**

- Contact the company administrator for Timesheet approval deadlines.
- Timesheets display one week at a time.
  - o The date range in the Mobile Application will default to the supervisor's Payroll Policy.
  - o Employees must approve each week when the pay period is longer than one week.
  - o Employees are able to approve Timesheets for current or past open pay periods.
  - o Employees are not able to approve Timesheets for closed or future pay periods.

- When supervisors approve the Timesheet for employees:
  - Time Off Requests will approve.
  - Supervisor will need to adjust the date range on the Mobile Application, if there are days displaying from a closed Pay Period.

**Important Information:** If the supervisor does not correct Missed Punches, employees are not able to approve time cards.

You can view this article at:

<https://paylocity.egain.cloud/system/templates/selfservice/pcty/help/agent/locale/en-US/portal/30860000001000/content-version/PCTY-54033/PCTY-781629/Approve-Timesheet?query=employee%20approve%20mobile>