

As an employee, you have a responsibility to approve your timecard. Before approving your timecard, it is important to review the data for accuracy, and make adjustments as needed. After you approve a timecard, you may have permissions to remove the approval.

In this job aid you will learn how to approve your timecard and remove approval from your timecard using the My Timecard widget.

Approving your timecard

- 1 Access the **Navigator Framework_wfc** log on page.
- 2 Log in using your credentials.
- 3 Access the **My Timecard** widget
- 4 In the **Time Period** field, verify that you are viewing the relevant time period.

Note

Your organization will determine how often you will be required to approve your timecard. To select specific dates or time periods to approve, use the **Time Period** drop-down list.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	×	Mon 6/29	9:00AM-2:00...	9:00AM	2:00PM	;/;/401/		4:00	4:00	4:00
+	×	Tue 6/30	9:00AM-2:00...	9:00AM	2:00PM			4:00	4:00	8:00
+	×	Wed 7/01	9:00AM-2:00...	9:00AM	2:00PM			4:00	4:00	12:00
+	×	Thu 7/02	9:00AM-2:00...	9:00AM	2:00PM			4:00	4:00	16:00
+	×	Fri 7/03	9:00AM-2:00...	9:00AM	2:00PM					20:00
+	×	Sat 7/04								20:00
+	×	Sun 7/05								20:00

- 5 Click the **Approve Timecard** button.
- 6 Select **Approve Timecard** from the drop-down and verify that your timecard is approved by reviewing the **Timecard is Approved** notification. The background of the timecard will now be colored yellow.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	×	Mon 6/29	9:00AM-2:00...	9:00AM	2:00PM	;/;/401/		4:00	4:00	4:00
+	×	Tue 6/30	9:00AM-2:00...	9:00AM	2:00PM			4:00	4:00	8:00
+	×	Wed 7/01	9:00AM-2:00...	9:00AM	2:00PM			4:00	4:00	12:00
+	×	Thu 7/02	9:00AM-2:00...	9:00AM	2:00PM			4:00	4:00	16:00
+	×	Fri 7/03	9:00AM-2:00...	9:00AM	2:00PM			4:00	4:00	20:00
+	×	Sat 7/04								20:00
+	×	Sun 7/05								20:00

Note

Be sure that you make all required edits to your time card before approving it. After you approve a timecard, unless you have permissions to remove approval, you will not be able to make any further edits.

Removing approval from your timecard

- 1 Access the **Navigator Framework_wfc** log on page.
- 2 Log in using your credentials.
- 3 Access the **My Timecard** widget
- 4 Using the **Pay Period** drop-down list, navigate to the applicable approved time frame.

Note

If you are unable to remove approval from a timecard and need to make changes, contact your supervisor.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	Mon 6/29	9:00AM-2:00...	9:00AM	2:00PM	;/;/401/			4:00	4:00	4:00
+	Tue 6/30	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	8:00
+	Wed 7/01	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	12:00
+	Thu 7/02	9:00AM-2:00...	9:00AM	2:00PM						6:00
+	Fri 7/03	9:00AM-2:00...	9:00AM	2:00PM						0:00
+	Sat 7/04									0:00
+	Sun 7/05									0:00

- 5 Click the **Approve Timecard** button.
- 6 Select **Remove Timecard Approval**. The **Timecard Approval removed by** notification will appear and the timecard will no longer have a yellow colored background.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	Mon 6/29	9:00AM-2:00...	9:00AM	2:00PM	;/;/401/			4:00	4:00	4:00
+	Tue 6/30	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	8:00
+	Wed 7/01	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	12:00
+	Thu 7/02	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	16:00
+	Fri 7/03	9:00AM-2:00...	9:00AM	2:00PM				4:00	4:00	20:00
+	Sat 7/04									20:00
+	Sun 7/05									20:00

- 7 Make the necessary adjustments to the timecard, **Save** and then approve the timecard when you are finished.

Note

After your manager approves your timecard, you will not be able to remove approval and make edits to your timecard.