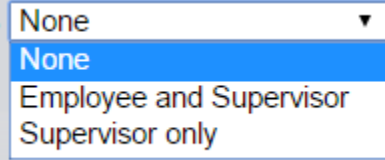_____

Easy Time Clock offers a multi-layered approval system for Employees, Supervisors, and Admins to approve time cards for payroll processing.

Step One:

Who will be approving time cards?

Display Approval For Payroll buttons | None ▼
None
Employee and Supervisor
Supervisor only

Supervisor Only: Skip to Step 2

Employee and Supervisor:

Setup tab, **Monitor**

Enter supervisor's email next to employee name and check "Notify Payroll Approved".

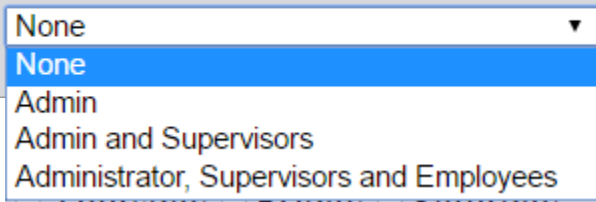| Employee	Notify Supervisor Email Copy	Notify Clock In Check All	Notify Clock Out Check All	Notify Close To OT Check All	Notify Over 30 Hours Check All	Notify Payroll Approved Check All	Anniversary Reminder Check All	Include On Who's In Page Check All
Bathory, Elizabeth		☐	☐	☐	☐	☐	☑	☑
Berkowitz, David	Elizabeth@easytimeclock.com	☐	☐	☐	☐	☑	☑	☑
Bianchi, Kenneth		☐	☐	☐	☐	☐	☑	☑

Example: When David clicks the "Approve for Payroll" button on his time card, Elizabeth will be notified via email, indicating that David's card is ready for supervisor approval.

_____

Step Two:

Who should receive Email Reminders?

Setup tab, **Report Setup**

End of Pay Period Email Reminder
[What's This?]

None ▼
None
Admin
Admin and Supervisors
Administrator, Supervisors and Employees

Setup tab, **Employee Setup**

Enter email addresses with the corresponding employees or supervisors.

_____

Username ▲	Employee #	Change or Clear Password	Email	Status
Bathory, Elizabeth	13	☐ Clear	Elizabeth@easytimeclock.com	⦿ Active ◯ Inactive ◯ Terminated
Berkowitz, David	17	☐ Clear	David@easytimeclock.com	⦿ Active ◯ Inactive ◯ Terminated

_____

Step Three:

Start approving!

4/12/2016 - 4/25/2016 ▾ Print Report

The first workweek of this pay period started on 4/10/2016

Approve For Payroll [What's This?]

Date	In	Out	Hours	Type	Day	Week	Pay Period	Payroll Hours
Thu 4/14/2016	1:01 PM	2:03 PM	1h 2m	Client Management	1h 2m Client	1h 2m Client	1h 2m Client	1h 2m RR

"Employee and Supervisor" Approval Process

1. On the morning of the last day of the pay period, employees will receive an email reminding them that it is the end of the pay period (if this option was selected in Step Two).
2. At the end of the work day, employees will click the approval button at the top of their time cards.
3. Supervisor will receive an email notifying him/her of the employee approval (if this option was selected in Step One).
4. From the Time Card Edit page, the Supervisor can now either approve the time card or remove the Employee's approval. Supervisors can only approve after Employees approve.

Important: Employees should wait until their last clock out of the pay period before approving.

Approving the pay period locks it down, inhibiting any further punches. If the pay period is approved prematurely, no sweat. The employee just needs to click "**Remove Approval**," located where the approval button was.

_____

Now the reports will show the level of approval for each employee.

Employee	Pay Period	Tardies	Approval
Bathory, Elizabeth	1h 2m Client		Employee
Berkowitz, David	4h 0m Client 8h 0m Trade 16h 24m Prospect 28h 24m Total		Supervisor

_____

Step Four *Optional***:**

Approve and lock the entire pay period for every username at once.

> **Time Card** tab, **Admin Approval**

Employee	Pay Period	Tardies	Approval
Bathory, Elizabeth	1h 2m Client		Administrator
Berkowitz, David	4h 0m Client 8h 0m Trade 16h 24m Prospect 28h 24m Total		Administrator