**TIME AND ATTENDANCE**

**STEP 1**

From Employee Self-Service®, navigate to the Time Management tile and click “Web Timesheet Read Only.”

**STEP 2**

Missing punches display with two question marks. Click “??,” enter the punch change request details and click “Add Request.”

**STEP 3**

Once there are no missing punches, click “Approve Timecard” to approve the entire timecard or click the drop-down and “Approve Specific Days” to approve specific days.

*Your manager must approve your punch change requests before you can approve your timecard.*
Show Me How to Approve My Timecard

TIME AND ATTENDANCE

STEP 4

If approving individual days, check the box next to each desired day and click "Approve."

STEP 5

Approved days appear in yellow on the timecard.

STEP 6

An overview of approvals is available under the Approvals tab at the bottom of the screen.

Visit the Help Menu for the most up-to-date version of this guide.