



# Signoff Employee Timecards

This job aid explains how you can signoff employee timecards to initiate payroll processing.

## About Sign-off

- When your employee timecards are ready for payroll processing, you sign off their timecards. Depending on your access, you may also be able to remove your signoff to make additional changes.
- Managers cannot remove approval after the timecard is signed off unless you remove your signoff first.

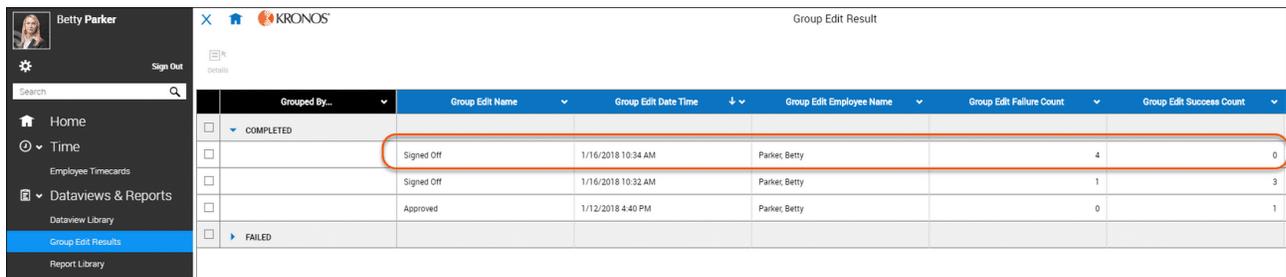
## To sign-off from the timecard summary page:

1. Access the **Main Menu > Time > Employee Timecards**.
2. Click **Sign-off** or right-click in the selected employee area and click **Sign-off** in the employee selected box.
3. Access a timecard to view the signed-off time. You should see the background color of the timecard is gray.

	Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+ [x]	Mon 1/01										
+ [x]	Tue 1/02										
+ [x]	Wed 1/03										
+ [x]	Thu 1/04										
+ [x]	Fri 1/05										
+ [x]	Sat 1/06										
+ [x]	Sun 1/07										
+ [x]	Mon 1/08	7:00 AM - 3:30 PM		7:00 AM	3:30 PM				8:30	8:30	8:30
+ [x]	Tue 1/09	7:00 AM - 3:30 PM		7:00 AM	3:30 PM				8:30	8:30	17:00
+ [x]	Wed 1/10	7:00 AM - 3:30 PM		7:00 AM	3:30 PM				8:30	8:30	25:30
+ [x]	Thu 1/11	7:30 AM - 3:30 PM		7:00 AM	3:30 PM				8:30	8:30	34:00
+ [x]	Fri 1/12	7:00 AM - 3:30 PM		7:00 AM	3:30 PM				8:30	8:30	42:30
+ [x]	Sat 1/13										42:30
+ [x]	Sun 1/14										42:30

## To view the results of the sign-off:

1. To view the results of this Group edit, go to the Main Menu and select **Dataviews & Reports > Group Edit Results**.



Grouped By...	Group Edit Name	Group Edit Date Time	Group Edit Employee Name	Group Edit Failure Count	Group Edit Success Count
COMPLETED	Signed Off	1/16/2018 10:34 AM	Parker, Betty	4	0
	Signed Off	1/16/2018 10:32 AM	Parker, Betty	1	3
	Approved	1/12/2018 4:40 PM	Parker, Betty	0	1
FAILED					

## To remove sign-off from a timecard:

1. Access the employee's timecard that you wish to remove sign-off.
2. From the Actions bar, click **Remove Sign-Off**. In the confirmation box, click **Yes**.

**Note: You should not remove sign-off after payroll has already been processed.**