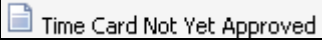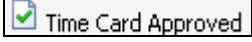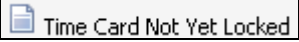# Authorizing Time Cards by Pay Period or by Day

Authorizing time cards is one way for organizations to make sure supervisors are reviewing employee time cards. By authorizing a time card, a supervisor verifies that the information in the time card is correct. Time cards can be authorized by pay period or by day. Your organization may not use time card authorization.

Authorizing Time Cards by Pay Period

Time cards can be authorized or locked, depending on the organization. Authorizing the time card verifies that the supervisor has reviewed the information in the time card. Click **Time Card Not Yet Approved** to authorize the entire pay period for the time card. After it is clicked, the text changes to **Time Card Approved**.

Locking the time card prevents further edits in the time card. The only way to unlock a time card is to cancel the supervisor edit from the day the authorization is made. Click **Time Card Not Yet Locked** to lock the time card. After it is clicked, the text changes to **Time Card Locked**.

Authorizing Time Cards by Day

Daily authorization is used to verify that supervisors review time card information daily. To authorize a day in the time card, select the check box next to the date column. A check box may not be available, depending on system setup.

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