## ESS Mobile 3.0: Authorizing Unapproved Time Card

If employees have an unapproved time card, they should authorize the unapproved time card immediately. To authorize unapproved time card:

1. Tap the Outstanding Items tile.

≡		HELLO LUKE	🌲 🧟
	Aug-1	<b>11:08am</b> August-15, 2019 5-2019 9:00am	
<b>U</b> TRA	NSFER		PUNCH OUT
	AUG 11 SUN	Pay Period Begins 9 Work Schedules	Î
	٢	4 Outstanding Items Please Address Immediately	

2. All outstanding items, such as missing punch, unauthorized time card, and attestations are displayed.

BACK			HOME
	AUG 15 THU	Amherst, Luke A <u>Missing Punch</u> has been identified for Luke Amherst with Missing Punch	
	AUG 15 THU	How are you feeling? Amherst Luke Daily Health Attest	
	AUG 15 THU	Approve Time Card A Unauthorized Time Card has been identified for Luke Amherst with Unauthorized Employee Time Card	

## 3. Tap the Approve Time Card tile.

BACK			HOME
	AUG 15 Thu	Approve Time Card A Unauthorized Time Card has been identified for Luke Amherst with Unauthorized Employee Time Card	

## 4. Tap APPROVE.

BACK	HOME
I understand that I am approving my time card f selected pay period. Approve Pay Period Ending Aug-10 2019	or the
	APPROVE

5. The employee approved time card is submitted and displayed in the **Activity** tile marked as **EMP AUTH** on the home screen with the period beginning date and the day of the week.

≡	HELLO	🌲 🥺		
<b>11:08am</b> August-15, 2019				
	Aug-15-2019	9:00am		
TR	ANSFER		PUNCH OUT	
	AUG 15 THU 3:56pm	I PERIOD BEGINNING Sun Jul-28 19	3	

©2021 Attendance on Demand, Inc. All rights reserved. Attendance on Demand is a registered trademark of Attendance on Demand, Inc. (AOD). Nothing contained here supersedes your obligations under applicable contracts or federal, state and local laws in using AOD's services. All content is provided for illustration purposes only.