

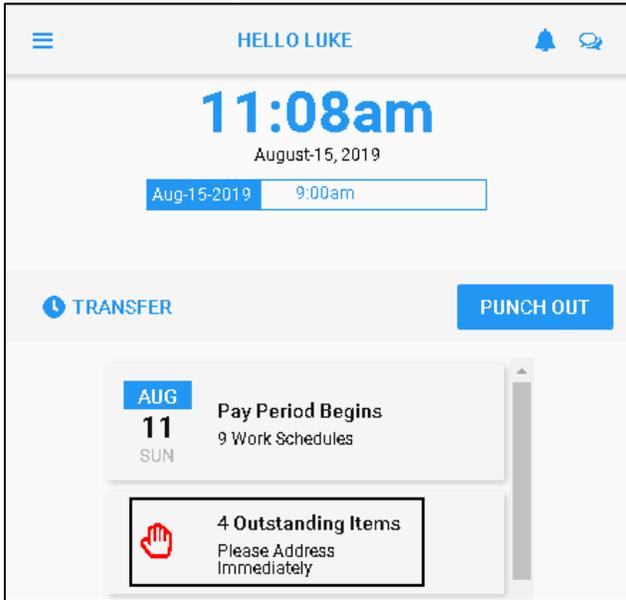
ESS Mobile 3.0: Authorizing Unapproved Time Card

Job Aid

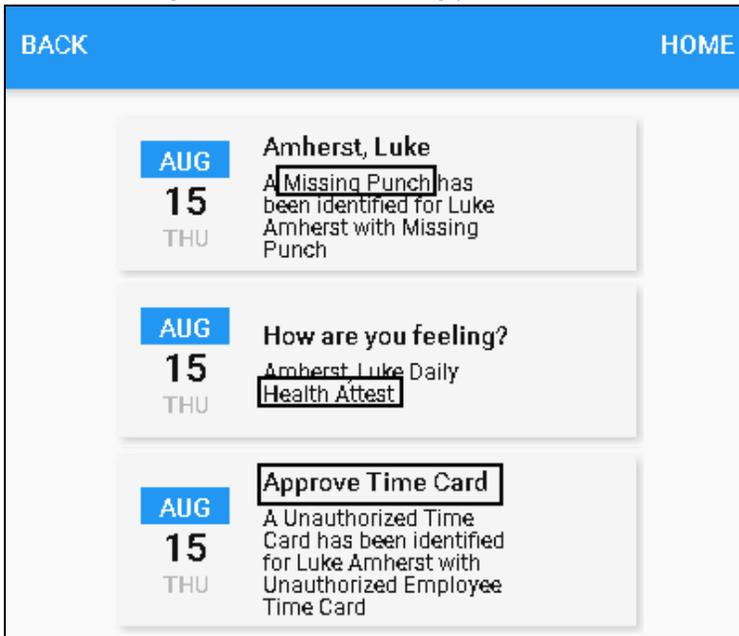
If employees have an unapproved time card, they should authorize the unapproved time card immediately.

To authorize unapproved time card:

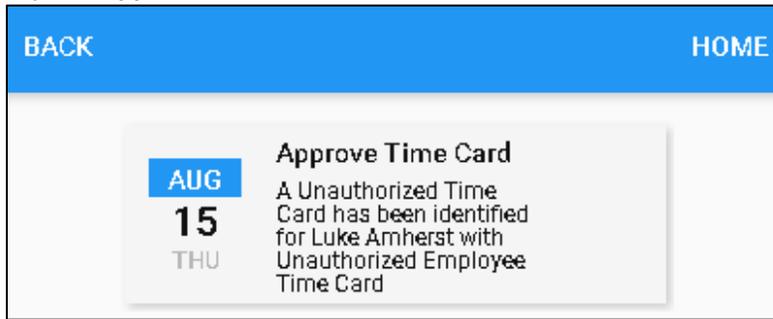
1. Tap the Outstanding Items tile.



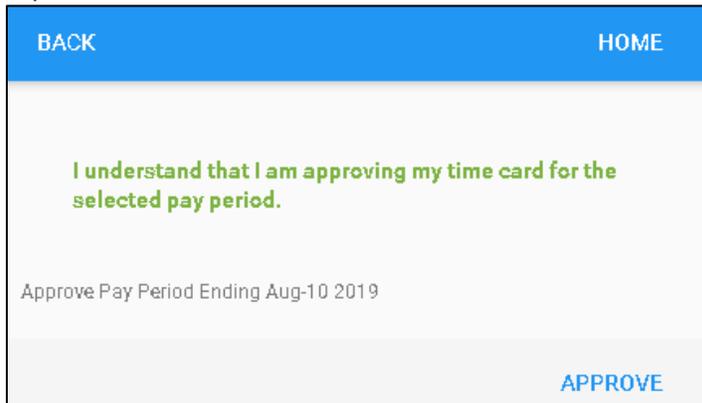
2. All outstanding items, such as missing punch, unauthorized time card, and attestations are displayed.



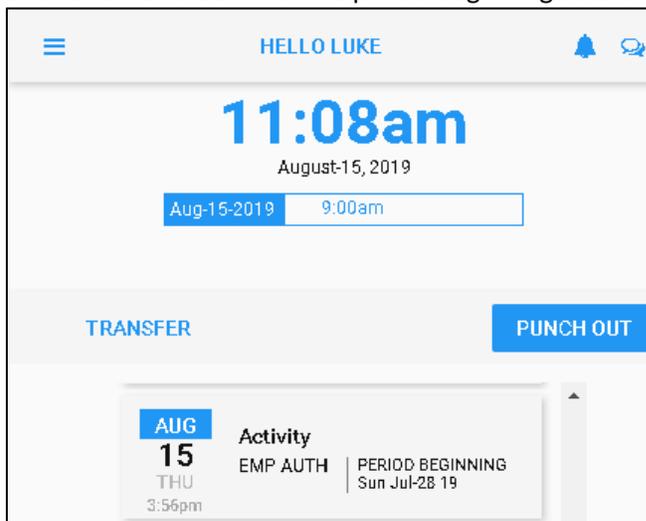
3. Tap the **Approve Time Card** tile.



4. Tap **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.



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