MSS3: Approving Time Cards

After addressing all critical Time Card issues for the pay period, the next step in preparing for payroll processing is Time Card approval. Approving Time Cards can also include locking them to prevent further edits, which is helpful for payroll processing.

To approve Time Cards, use the Group Adjustment feature, accessed from a menu group such as the Administration menu group or the Daily Operations menu group in Manager Self Service (MSS3).

Group Adjustment										
Manager Day	\bigcirc	Group Adjustment	ts							
Find: str		Change Type of	of Adjustment	Apply Adju	stment					
Process Payroll	\oplus	Add a New	Punch						Add Transaction at	Thu Aug-09 18 8:00a
Daily Operations	\oplus						Filter Pro	perties	3	
Scheduling	\oplus						Base Filt	er:	Active Employee	s
Long Term Care Reports	\oplus			00/00/0040		r#*-	Select	emplo	yees to receive this a	djustment by defining the
Reports and Summaries	\oplus	Date:		08/09/2018 8:00		808	filter at	ove a	nd workgroup assign	ments below.
Facility Hours Reporting	\oplus	Reason Code:	[no reason g	ven]		~	Add Ne	ew	Remove All	
Administration	Θ	Skip if Punch Exis	sts Within:				Delete	Loc	cation	Unit
Manage Accounts			08/09/	2018		16:49	8	All/	Home	All/Home
Add Employee				2018		17:00				
Group Adjustment										
My Account										
System Imports							4			

Once you have clicked the Group Adjustment menu item, click the **Change Type of Adjustment** button in the *Group Adjustment* page and select **Authorize Period Time Card**.

Manager Day	\bigcirc	Group Adjustments	
Find: str		Adjustment Type	\bigcirc
Process Payroll	\oplus	Add a New Punch	•
Daily Operations	\oplus	Add a punch transaction to an employee's	
Scheduling 🕀		time card if they don't already have a transaction in the time frame provided.	
Long Term Care Reports	\oplus		
Reports and Summaries	\oplus	Remove a Punch (in Range)	
Facility Hours Reporting		Remove an existing punch transaction from an employee's time card if a transaction is	
Administration	Θ	present in the time frame provided.	
 Manage Accounts Add Employee 		Credit Hours	
Group Adjustment		Credit Hours against a selected Pay	
My Account		Designation.	
 System Imports System Exports 		Credit Dollars	
Ø My Crew		Credit Hours against a selected Pay Designation.	
		Authorize Period Time Card	
		Authorize an employee's time card by pay period.	
		Add Work Schedule	

In the *Authroize Period Time Card* page, select the pay period you want to authorize and enable the **Lock Time Card** check box to prevent further editing in the Time Card.

Group Adjustments									
Change Type of Adjustment	Apply Adjustment								
Authorize Period Time (Card				Authorize Previous Peri	iod Time Card; And Lock	Time Card		
			Filter Prope	erties					
			Base Filter	r:	Active Employees		~		
			Select er filter abo	mploye ve and	es to receive this adjus workgroup assignmen	tment by defining the ts below.			
Pay Period:	Previous Period V		Add New	V F	Remove All				
Lock Time Card:			Delete	Locati	on	Unit	Floor		Pos
			8	All/Ho	me	All/Home	All/Hor	ne	All/
		Authorize	Period 1	Time	Card				Þ
Pav P	eriod menu								
		Pay Period:	,		Previous Period	~			
		Lock Time Car	d:		Previous Period				
					Current Period				
					Next Fellod				

To select a specific group of employees when authorizing Time Cards, use the Base Filter drop-down list.

Authorize Period Tir	me Card	Authorize Previous Period Time Card; And Lock Time Card
		Filter Properties
		Base Filter: Active Employees ~
		Select employees
		filter above and Terminated Employees
		All Employees
Pay Period:	Previous Period V	Add New R Employees Currently Working
Lock Timo Card		Delete Lecati
LOCK TIME Card.		Employees Absent Yesterday
		All/Hoi Employees Missing Punches Today
		Employees Missing Punches Yesterday
		Employees Scheduled to be Absent Today
		Employees without Schedules Today
		Approaching Overtime
		Employees With Hours
		Mv Crew

Additional filtering can be applied by selecting a specific workgroup. Click the **Add New** button to open a workgroup set, then select the different workgroup levels by clicking each level to select from the drop-down list for that level. Click the **Update** button to save your selections.

Authorize Period	Time Card	Authorize Previous Period Time Card; And Lock Time Card	
		Filter Properties	
		Base Filter: Active Employees	~
		Select employees to receive this adjustment by defining the filter above and workgroup assignments below.	Workgroup
Pay Period:	Previous Period V	Add New Remove All	levels
Lock Time Card:		Delete Cocation Unit	Floor Pos
		Image: Skilled Nursing → S	2FL ··· AIV
		Update Cancel	All/Home
			1FL
			2FL Jm
			3FL V
			4FL
		\setminus	

Add New button Update button

When a Time Card has been approved, the Approved banner will be highlighted blue and if the time card was locked during approval, the Locked banner will highlighted red in the employee time card. To undo the approval, click the **Undo Approval** button.

Time Card \lor	Previous Period	Editing	g Sheet $$	Adjustments	Undo Approval	Approve	ed Locked Print	
Last Name	First Name	MI	o	Badge Lo	cation	U	Init	
Dalton	Brooke	W 5	01	501 Gle	enwood Gardens	Н	lospice	
Dete	Schedules							
Date	Start	End	IN	OUT	Hours		vvorkgroups	
- L V								
SAT 🗧 21								
SUN 22			7:02	15:10			Glenwood Gardens	
MON 23			6:54	15:07	Reg	7:30	Glenwood Gardens	
TUE = 24			7:03	15:06	Reg	7:30	Glenwood Gardens	

Enable the **Cancel Prior Approvals** check box in the *Undo Prior Approval* window. You can add information about why you are undoing the Time Card approval in the *Notes* field. Click **Ok** to complete the undo prior approval.

Undo Prior Approval			\otimes
Confirmation			
Cancel Prior Approvals:		\checkmark	
Notes:			
	Ok	Cano	el

The Approve button will be active again in the Time Card.

Dalton, Brooke W (Gl	enwood-Hospice-3FL	-Houskeeping	J-Day-NDC)				
Time Card \smallsetminus	Previous Period	∼ Editir	ng Sheet $$	Adjus	stments Appr	ove Print	
Last Name	First Name	МІ	ID	Ba	dge Location		
Dalton	Brooke	W	501		501 Glenwood	Gardens	
Date	Schedu	les		Puncl	nes	Hours	
	Start	End	IN		OUT		
PR = 20				\bigcirc			
SAT = 21	1			\odot			
Ø SUN 22			7:02	\odot	15:10		
MON 23	1		6:54	\odot	15:07	Reg 7:30	

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