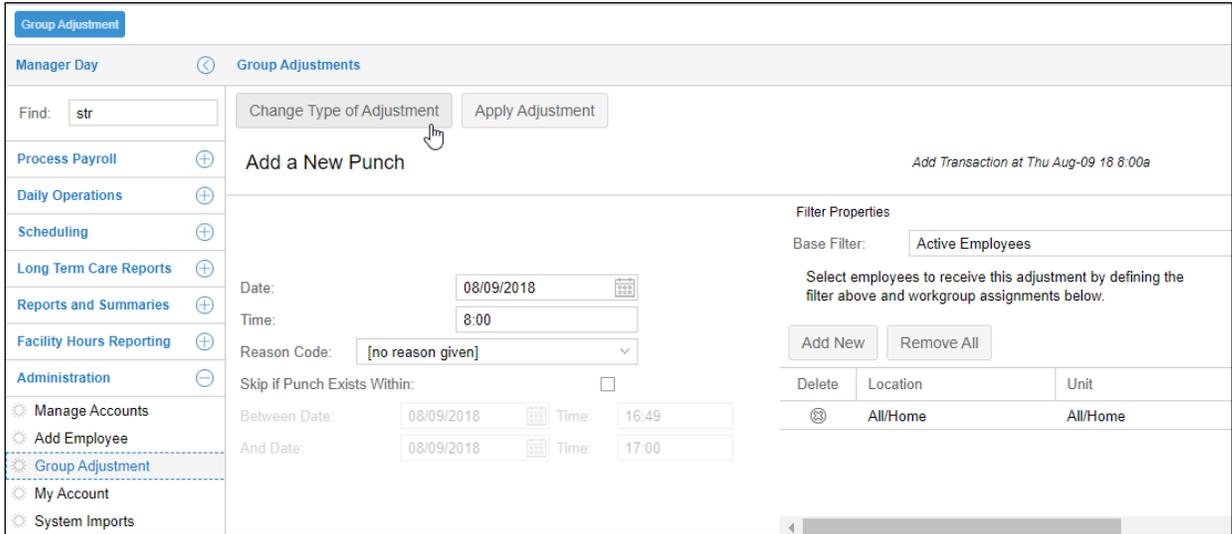


MSS3: Approving Time Cards

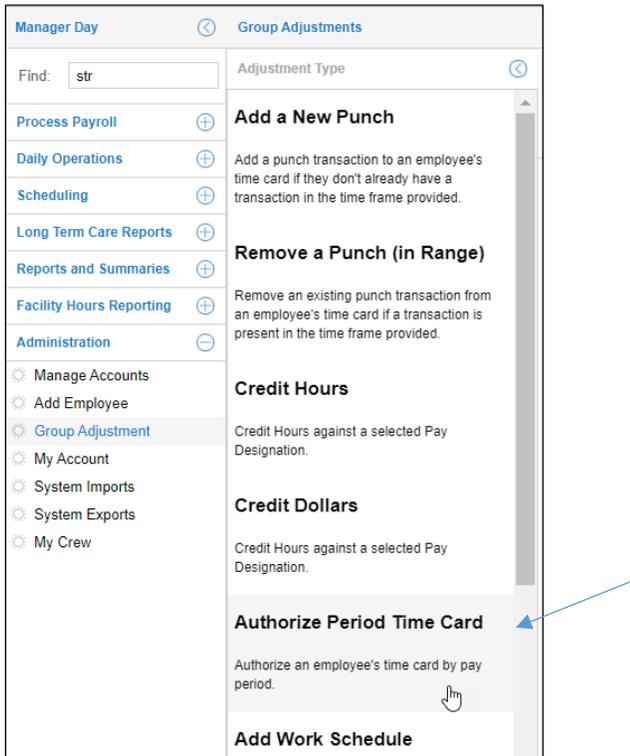
Job Aid

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).



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**.



In the *Authorize 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 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.

Add New Remove All

Pay Period: Previous Period

Lock Time Card:

Delete	Location	Unit	Floor	Pos
⊗	All/Home	All/Home	All/Home	All/

Authorize Period Time Card

Pay Period: Previous Period

Lock Time Card:

- Previous Period
- Current Period
- Next Period

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

Authorize Period Time Card *Authorize Previous Period Time Card; And Lock Time Card*

Filter Properties

Base Filter: Active Employees

Select employees filter above and

Add New Remove All

Pay Period: Previous Period

Lock Time Card:

Delete	Location	Unit	Floor	Pos
⊗	All/Ho			

- Active Employees
- Active Employees
- Terminated Employees
- All Employees
- Employees Currently Working
- Employees Absent Today
- Employees Absent Yesterday
- Employees Missing Punches Today
- Employees Missing Punches Yesterday
- Employees Scheduled to be Absent Today
- Employees without Schedules Today
- Approaching Overtime
- Employees With Hours
- My 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.

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 be highlighted red in the employee time card. To undo the approval, click the **Undo Approval** button.

Time Card		Previous Period		Editing Sheet		Adjustments		Undo Approval		Approved		Locked		Print	
Last Name	First Name	MI	ID	Badge	Location	Unit									
Dalton	Brooke	W	501	501	Glenwood Gardens	Hospice									
Date	Schedules		Punches		Hours	Workgroups									
	Start	End	IN	OUT											
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.

The screenshot shows a dialog box titled "Undo Prior Approval". Inside, there is a "Confirmation" section containing a checkbox labeled "Cancel Prior Approvals:" which is checked. Below this is a text area labeled "Notes:". At the bottom of the dialog are two buttons: "Ok" and "Cancel".

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

The screenshot shows a Time Card interface for Dalton, Brooke W (Glenwood-Hospice-3FL-Houskeeping-Day-NDC). At the top, there are buttons for "Time Card", "Previous Period", "Editing Sheet", "Adjustments", "Approve", and "Print". Below these are fields for Last Name, First Name, MI, ID, Badge, and Location. The "Approve" button is highlighted with a blue arrow. Below the fields is a table with columns for Date, Schedules, Punches (IN, OUT), and Hours.

Date	Schedules		Punches		Hours
	Start	End	IN	OUT	
FRI 20					
SAT 21					
SUN 22			7:02	15:10	
MON 23			6:54	15:07	Reg 7:30

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