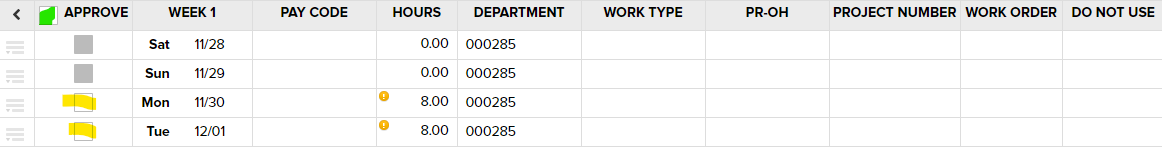
ADP Timecard Approval Process

**By Friday EOD:**

Any employee who needs to track time (Salaried outside of Class 100, 290 or 900 & All Hourly) should have their time for the current week entered.

**By 10am Monday:**

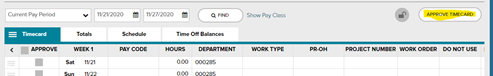
Review the timecards of all your direct reports for accuracy and check the Approved box next to days that are correct (highlighted in yellow below) or if all days are correct check the box highlighted in green, and then click SAVE:



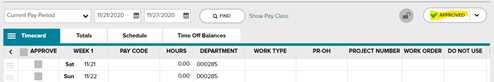
*Note: If employee needs to track projects, they can indicate PROJECT or OVERHEAD in the PR-OH field and specify the project in the Project Number field. Project Number and Work Order are Numeric only fields. WORK TYPE is used for particular routines and shouldn’t be used unless previously discussed with HR/Payroll.*

If the employee has no hours scheduled, you can Approve the timecard by clicking the Approve button:

Unchecked:



Checked:



*Note: If there are no hours on the timecard and this box isn’t checked as of 10 am Monday, Payroll will reach out to the employee Monday assuming they have scheduled hours and haven’t completed their timecard.*