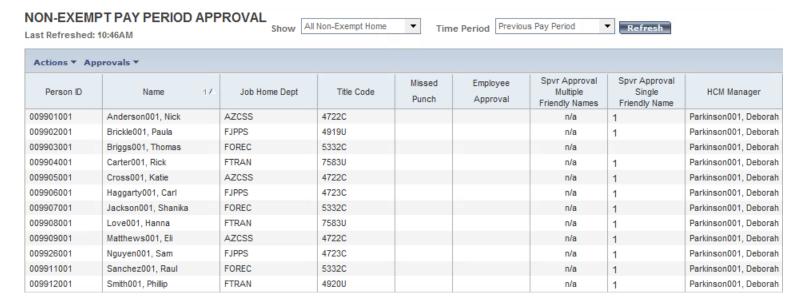
As a supervisor you are responsible for approving your employee's time at the end of each pay period. On the designated <u>supervisor approval</u> <u>day</u>, open your employee's timecard. After you have reviewed and verified the time is accurate, click the "Approvals" dropdown shown below and select "Approve."



You will be able to verify that your approval has saved to the timesheet by clicking the "Sign-Offs, Requests & Approvals" tab in the bottom section of the timecard screen which will display a timestamp for the approval.



You can also view all your employees and whom you have already approved by viewing the Non-Exempt Pay Period Approval Genie.



For more information on how to read the Non-exempt Pay Period Approval genie, please read the one page overview.

- Friendly name <u>Type A employees</u> (friendly name is used at the appointment level) will have a number in the "Spvr Approval Single Friendly Name" column for the number of supervisors that have approved the timecard.
- Friendly Name type C or S (friendly name is used at the chart string level or as a combination on the type S table) will receive a check mark in the "Spvr Approval Multiple Friendly Names" column once all supervisors have approved for that employee.