

VERIFYING & APPROVING TIMECARDS IN OPENTIMECLOCK.COM

All STAFF must VERIFY their time in the time clock by the end of each pay period.

1. Log-in to the timeclock using your username and password.
2. Click on the "Approve" Tab
3. Set the date parameters for the pay period.
4. Look at hours to make sure they are accurate and reflect the hours that you worked.
5. Select all the boxes next to your hours.
6. Click on the blue VERIFY button.
7. Notify Manager/Supervisor of any errors in the timeclock ASAP.

It is each employees' responsibility to make sure their timecard is accurate. If your pay is incorrect – it is your fault!!

2-Week PAY PERIODS run Sunday – Saturday

The screenshot shows the 'Approve' tab in the OpenTimeClock.com interface. At the top, there are navigation tabs: Request, List View, Day View, Where, Who Is In, Message, Schedule, PTO Accrual, Approve, My Setting, and Exit. Below these are date selection fields for 01/26/2021 and 02/10/2021, with a blue 'Verify' button and an orange 'Unverify' button. The main area is a table with columns: EMPLOYEE, Select, Date, In, Out, Hours, Job/Absence, Shift, By Manager, and By Employee. The table contains data for two pay periods: 01/26-01/30 and 02/01-02/10. A blue oval highlights the 'Select' column checkboxes. An orange box points to the 'Verify' button. A red box points to the 'Approve' button. A blue box points to the 'Unapprove' button. A blue arrow points from the 'Approve' button to the 'MANAGERS:' section.

EMPLOYEE	Select	Date	In	Out	Hours	Job/Absence	Shift	By Manager	By Employee
	<input type="checkbox"/>	Tue	01/26	08:00 am	06:00 pm	10h 0m		Admin	yes
	<input type="checkbox"/>	Wed	01/27						
	<input type="checkbox"/>	Thu	01/28	08:00 am	07:00 pm	11h 0m		Admin	yes
	<input type="checkbox"/>	Fri	01/29						
	<input type="checkbox"/>	Sat	01/30						
		Sun	01/31			21h 0m			
	<input type="checkbox"/>	Mon	02/01	07:30 am	05:45 pm	10h 15m		Admin	yes
	<input type="checkbox"/>	Tue	02/02	08:00 am	05:15 pm	9h 15m		Admin	yes
	<input type="checkbox"/>	Wed	02/03						
	<input type="checkbox"/>	Thu	02/04	08:00 am	07:15 pm	11h 15m		Admin	yes
	<input type="checkbox"/>	Fri	02/05						
	<input type="checkbox"/>	Sat	02/06						
		Sun	02/07			30h 45m			
	<input type="checkbox"/>	Mon	02/08	08:00 am	06:00 pm	10h 0m		Admin	yes
	<input type="checkbox"/>	Tue	02/09	07:45 am	06:00 pm	10h 15m		Admin	yes
	<input type="checkbox"/>	Wed	02/10						
						20h 15m			
						72h 0m			

Make sure NOTES in the Time Clock are Professional and Appropriate!!

Verify/Approve timecards (& Requests) on a daily -- or at least weekly basis -- when knowledge is fresh -- plus this makes it easier at the end of pay period

All Managers must APPROVE their employees' time in the time clock each pay period.

- Be SURE to check the REQUEST tab and approve/deny any requests for current pay period.
- Address any NOTES in the time clock BEFORE Approving Hours
- Follow steps 1 – 4 above.
- If hours are correct, then select boxes and click blue APPROVE button.
- If hours are incorrect or in question, verify hours w/employee. Correct hours if needed then APPROVE.

MANAGERS:
Once you have seen and fixed a Note in Time Clock – Don't forget to click on the X, Changing it from RED to GRAY

MANAGERS MUST HAVE HOURS APPROVED NO LATER THAN 8:00 AM THE MORNING FOLLOWING THE LAST DAY OF THE PAY PERIOD!!