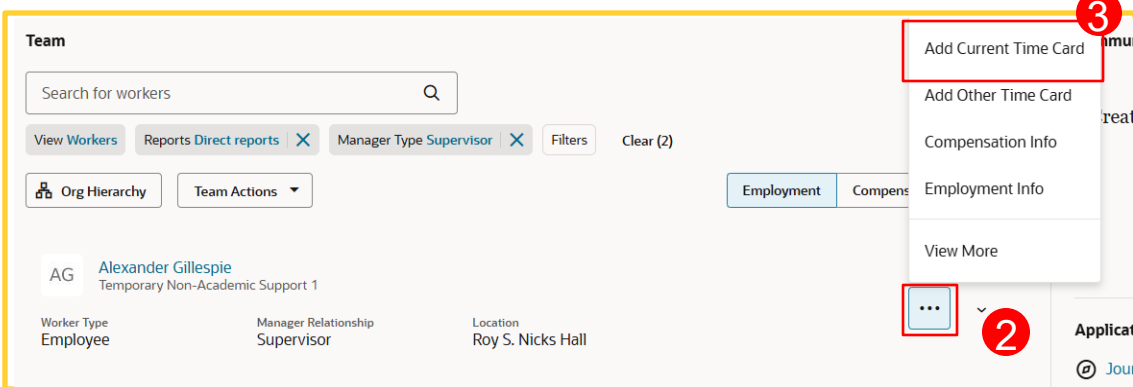
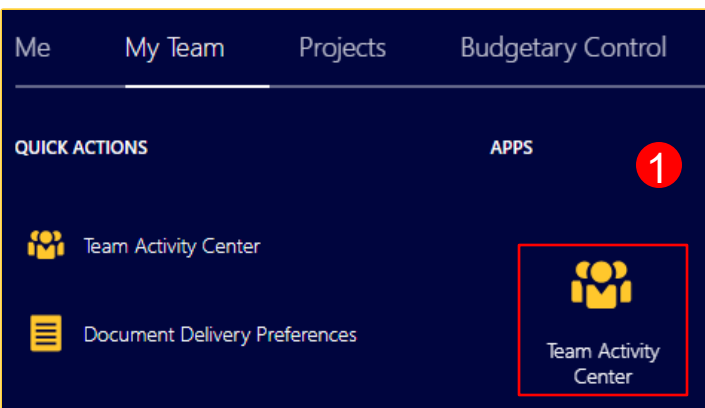


Supervisor Creates, Edits, and Approves the Time Card

This quick reference guide shows how the Supervisor Creates, Edits, and Approves the Time Card on behalf of their direct report.

INSTRUCTIONS

1. Navigate to **My Team > Team Activity Center**.
2. Click the three dots next to **Employee Name**.
3. Select **Add Current Time Card**.
4. Double-click in the **Assignment Number** box (select the only one which is available) and Set **Time Reporting Code** to **Hours Worked Hourly** (use dropdown if needed).
5. Enter applicable hours.



2/9/25 - 2/22/25	
Assignment Number *	Time Type *
E711353	Hours Worked Hourly

January 10		Tuesday, February 11			Wednesday, February 12			Thursday, February 13			Friday, February 14			
Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Qu	
	8			8			8			8			8	40 hours

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INSTRUCTIONS

6. Click **Save**.
7. Select **Submit** from the **Actions** dropdown.
8. Click the **Bell Icon**, review the notification, and click **Approve**.

The screenshot illustrates the steps for approving a time card. On the left, a 'Save' button is highlighted with a red box and a red circle containing the number 6. Below it, the 'Actions' dropdown menu is open, showing options: 'Save and Close', 'Print', and 'Submit'. The 'Submit' option is highlighted with a red box. On the right, the 'Notifications' panel is shown. At the top right of the panel, a bell icon is highlighted with a red box and a red circle containing the number 7. Below the notifications, an 'ACTION REQUIRED' notification is displayed for 'Approval of Payroll Time Entries for Alexander Gillespie from 2025-02-09 to 2025-02-22'. At the bottom of this notification, the 'Approve' button is highlighted with a red box and a red circle containing the number 8. A 'Reject' button is also visible next to it.