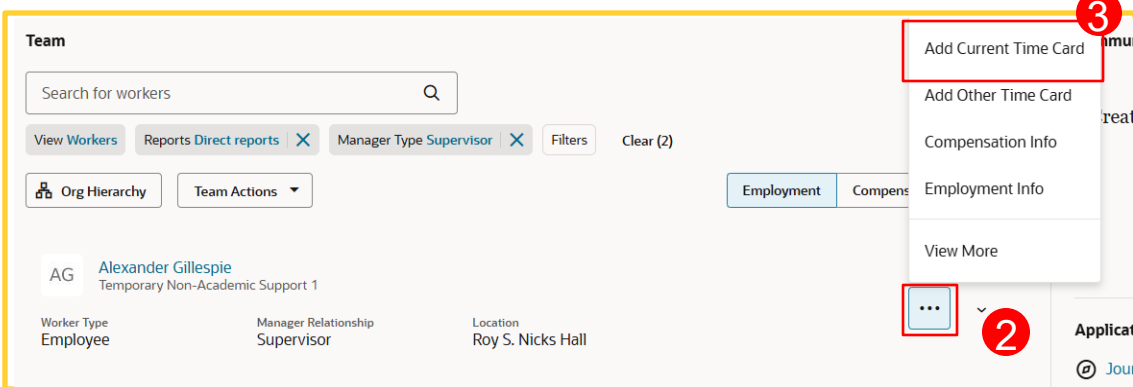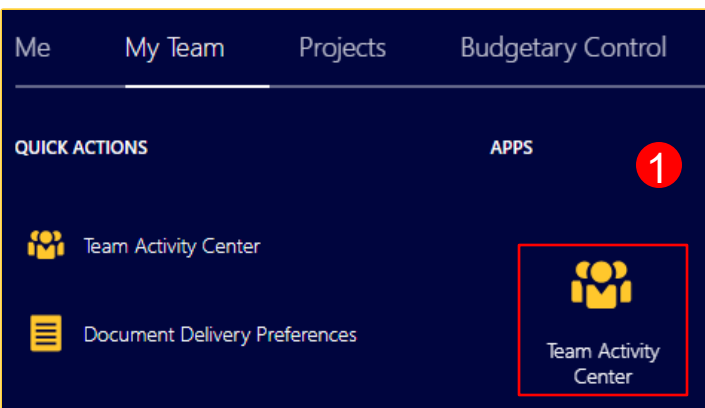# Supervisor Creates, Edits, and Approves the Time Card

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.

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July 7, 2025

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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**.

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