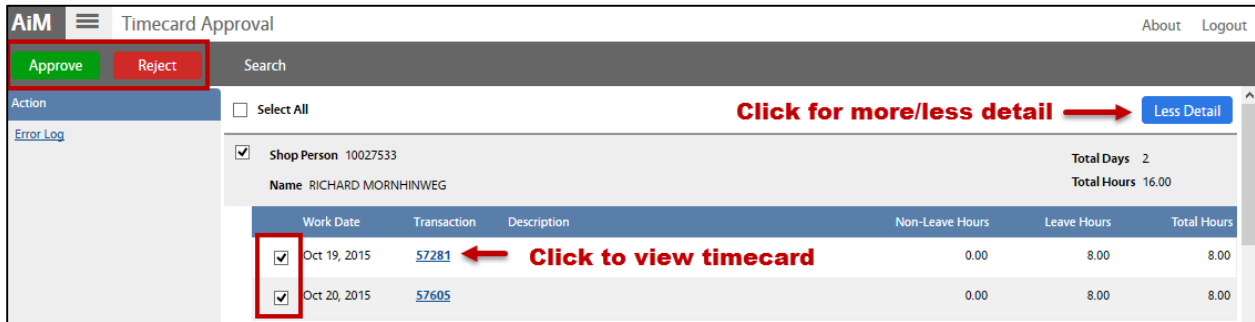


Timecard Approval

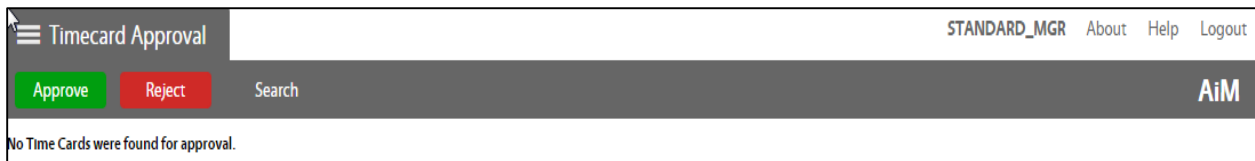
The Timecard Approval Screen approves or rejects individual timecard records. An approved timecard record creates a financial transaction, applying a labor charge to the work order phase. The eligible timecard entries for approval can be selected individually, by shop person, or by select all.

1. From the Approvals channel, click: **Timecards**
 - a. **Select a timecard.** Place a check by clicking the appropriate box or click: **Select All.**



- a. View timecard details, click **Transaction hyperlink**
- b. Choose a status:
 - i. **Approve** The status for approved timecards becomes posted. Labor charges are placed against a phase.
 - ii. **Reject** Rejected timecards do not create financial transactions. Rejected timecards can be corrected and approved.

NOTE: If a transaction should fail, to view **error log** and contact Work Control, or Jenelle Feddersen at m.feddersen@okstate.edu for assistance.



After each approval / rejection action a screen will show how many records were approved or rejected and how many failed due to errors. When all the records are approved or rejected, a blank Timecard Approval Screen will appear with a message indicating there are no timecards for approval.