

Easy Time Clock offer a multi-layered approval system for Employees, Supervisors, and Admins to approve time cards for payroll processing.

Step One:

Who will be approving time cards?

Setup tab, General Setup Options
Employee Time Card section

Display Approval For Payroll buttons

None ▼
None
Employee and Supervisor
Supervisor only

If you choose **Employee and Supervisor:**
Setup tab, Monitor



If you choose **Supervisor only:**
Skip to Step Two

Enter supervisor's email next to employee name and check "Notify Payroll Approved".

Employee	Notify Supervisor Email <small>Copy</small>	Notify Clock In <small>Check All</small>	Notify Clock Out <small>Check All</small>	Notify Close To OT <small>Check All</small>	Notify Over 30 Hours <small>Check All</small>	Notify Payroll Approved <small>Check All</small>	Anniversary Reminder <small>Check All</small>	Include On Who's In Page <small>Check All</small>
Bathory, Elizabeth		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Berkowitz, David	Elizabeth@easytimeclock.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bianchi, Kenneth		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Example: When David clicks the "Approve for Payroll" button on his time card,

Elizabeth will be notified via email, indicating that David's card is ready for supervisor approval.

Step Two:

Who should receive Email Reminders?

Setup tab, Report Setup

End of Pay Period Email Reminder
[\[What's This?\]](#)

None ▼
None
Admin
Admin and Supervisors
Administrator, Supervisors and Employees

Setup tab, Employee Setup

Enter email addresses with the corresponding employees or supervisors.

Username ▲	Employee #	Change or Clear Password	Email	Status
Bathory, Elizabeth	13	<input type="text"/> <input type="checkbox"/> Clear	Elizabeth@easytimeclock.com	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Terminated
Berkowitz, David	17	<input type="text"/> <input type="checkbox"/> Clear	David@easytimeclock.com	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Terminated

Step Three:

Start approving!

Employee and Supervisor:

Employee and Supervisor ▼
 None
 Employee and Supervisor
 Supervisor only

1. Employees will receive an email reminding them that it is the end of the pay period if selected in Step 2.

4/12/2016 - 4/25/2016 [Print Report](#)

The first workweek of this pay period started on 4/10/2016

[Approve For Payroll](#) [\[What's This?\]](#)

Date	In	Out	Hours	Type	Day	Week	Pay Period	Payroll Hours
Thu 4/14/2016	1:01 PM	2:03 PM	1h 2m	Client Management	1h 2m Client	1h 2m Client	1h 2m Client	1h 2m RR

2. Employees will click the approval button at the top of their time cards. Make sure employees do not approve the time card before the last clock-out of the pay period.
3. Supervisor will receive an email notifying him/her of the employee approval.
4. Supervisor will now see the time card "grayed out", meaning no more changes can be made to it. The Supervisor can now either approve the time card or remove the Employee's approval. Supervisors can only approve after Employees approve. Admins can approve always.

[Approve For Payroll](#) [\[What's This?\]](#) [Remove Approval For Payroll](#) [\[What's This?\]](#)

The time card for this pay period is currently locked for payroll processing because the Employee has approved it for payroll. To make a correction before processing payroll, you can remove their approval.

Now the reports will show the level of approval for each employee.

Employee	Pay Period	Tardies	Approval
Bathory, Elizabeth	1h 2m Client		Employee
Berkowitz, David	4h 0m Client		Supervisor
	8h 0m Trade		
	16h 24m Prospect		
	28h 24m Total		

Supervisor Only:

Supervisors can approve Employees' timecards at any time when **Supervisor Only** is chosen.

Employee and Supervisor ▾
 None
 Employee and Supervisor
Supervisor only

Step Four *Optional*:

Approve and lock the entire pay period for every username at once.

Time Card tab, Admin Approval

Employee	Pay Period	Tardies	Approval
Bathory, Elizabeth	1h 2m Client		Administrator
Berkowitz, David	4h 0m Client		Administrator
	8h 0m Trade		
	16h 24m Prospect		
	28h 24m Total		

For further assistance with Approval, contact Customer Service

(405) 314-2436 • support@easytimeclock.com