



In this Guide you will find the following instructions

Manager Guide to ADP Mobile Timecard Approval and maintenance

Manager Guide to ADP Enhanced Time Timecard Approval and maintenance

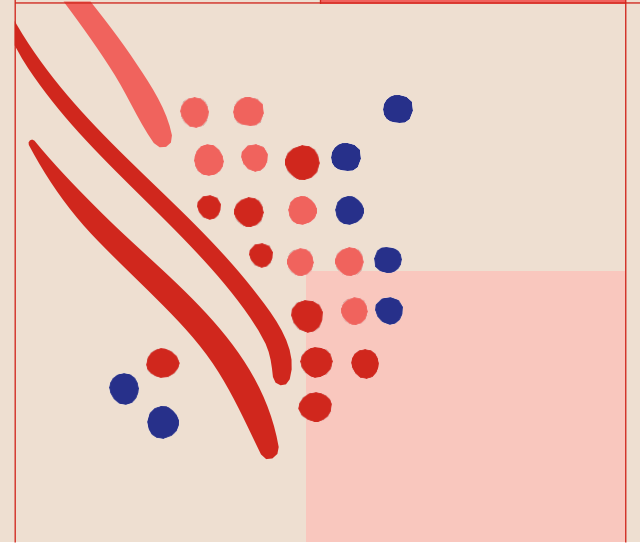
ADP Mobile Solutions App

Supervisor Functions

Workforce Now (New Experience) - Essential Time



Always Designing
for People™



ADP Manager Guide – Timecard Mobile

[Approving an Employee's Timecard](#)

[Adding Hours \(Hours based employees\)](#)

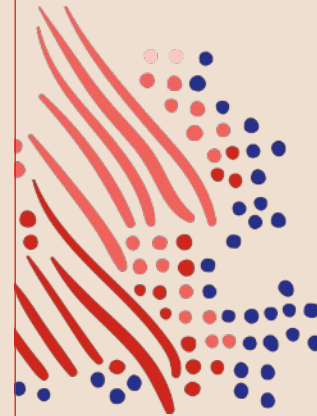
[Adding Time \(Time Pair based employees\)](#)

[Entering a Supplemental Pay Code](#)

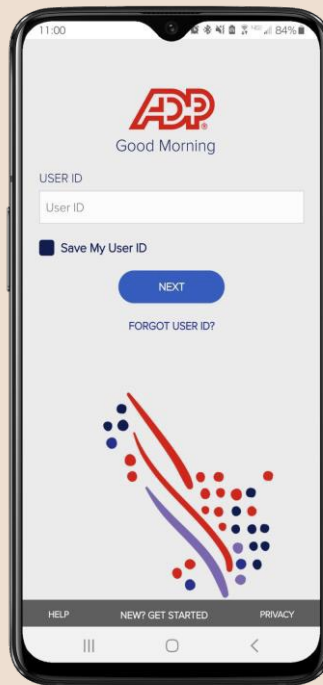
[Deleting hours/time](#)

[Adding a note to a time pair](#) [Reset](#)

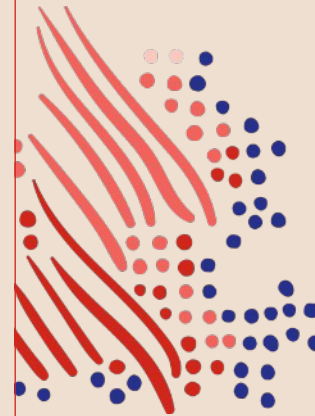
Download the free ADP mobile App



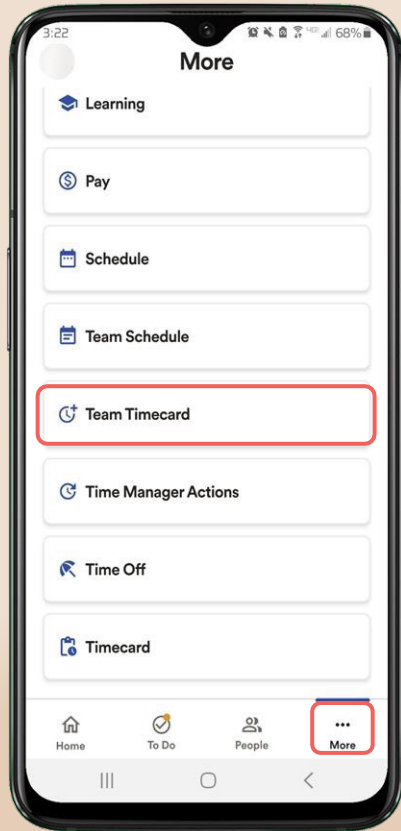
Approving an Employee's Timecard



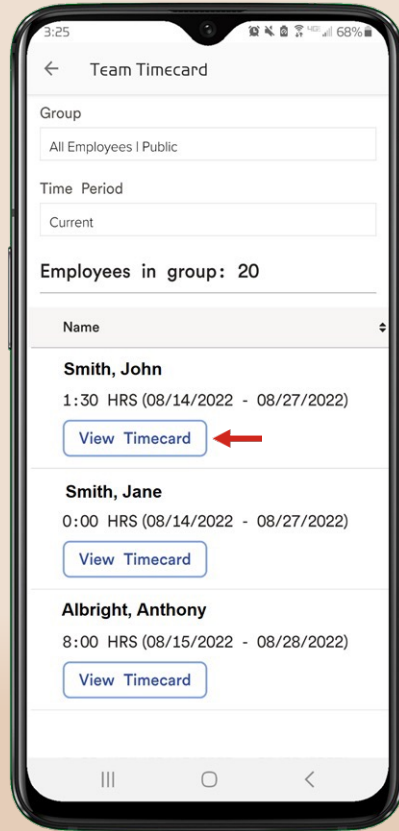
Note: This approves the entire timesheet for the selected pay period. Supervisor approval is not available unless all timecard errors have been addressed.



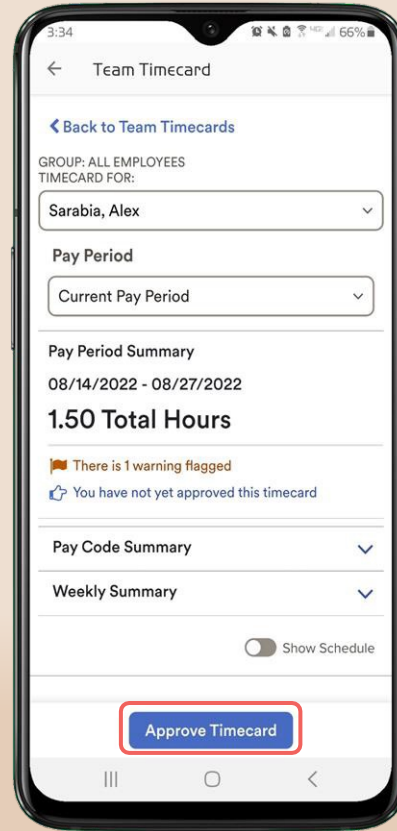
Tap **More**, then tap on **Team Timecard**



Tap **View Timecard**



Tap the **Approve Timecard** button

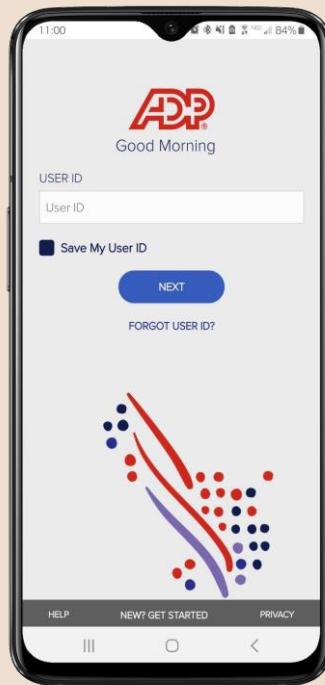


Confirm by tapping on **OK**

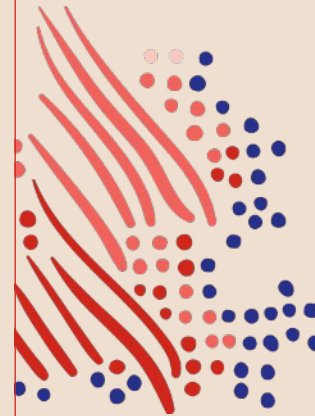


Adding Hours

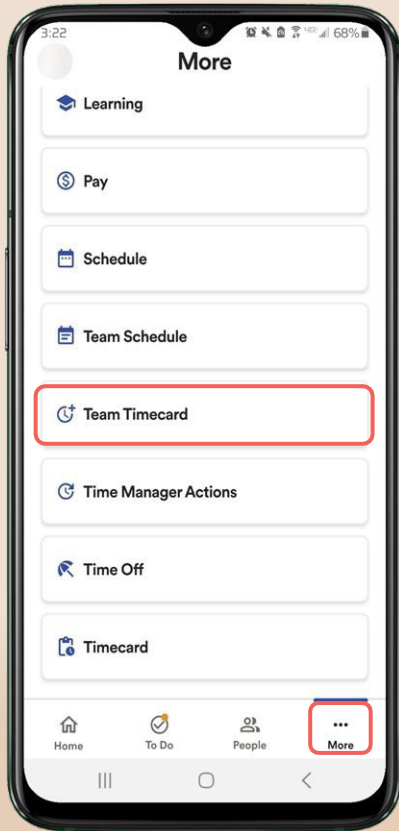
Hours based employees



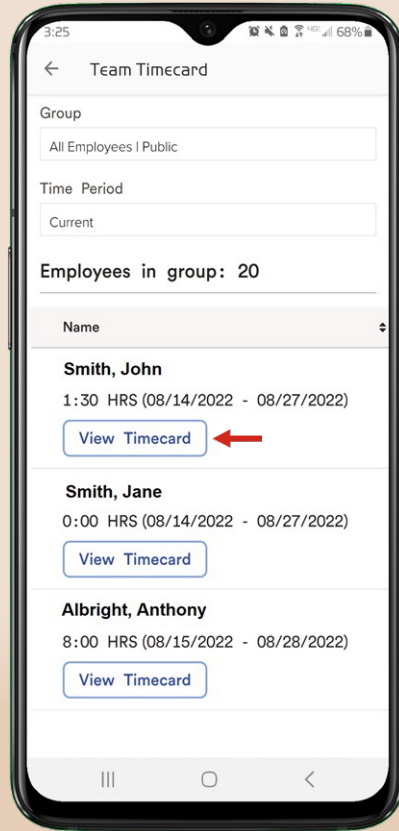
An Hours based employee will record hours by entering the total hours for the day.



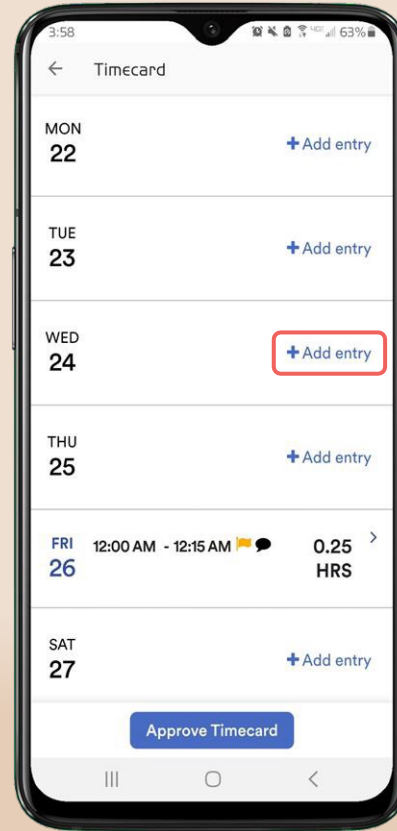
Tap **More**, then tap on **Team Timecard**



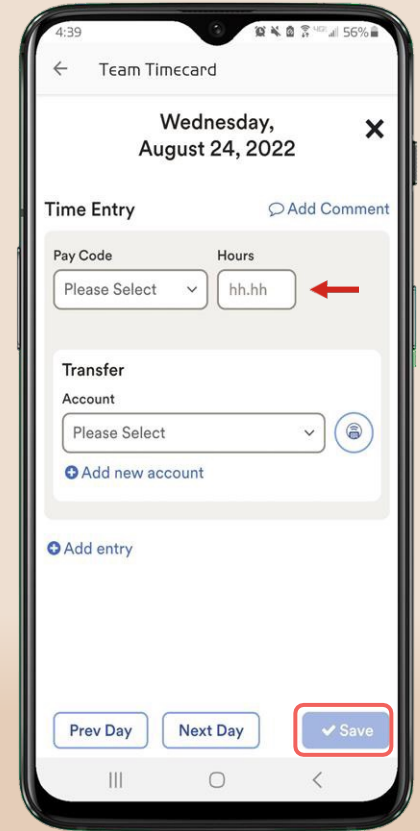
Tap **View Timecard**



Tap **+Add Entry**

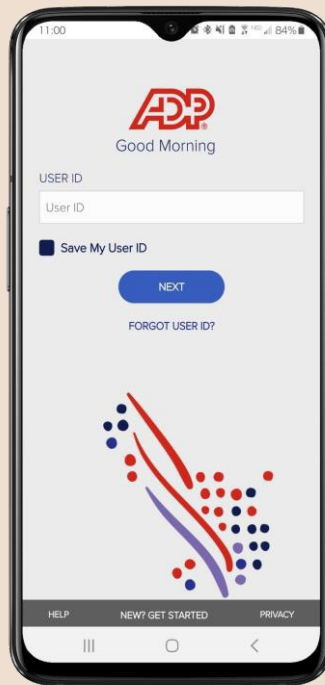


Select the **Pay Code**, then enter the **Hours**, then tap **Save**



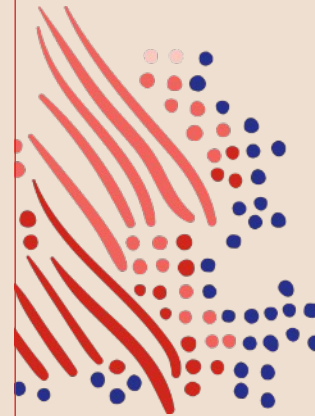
Adding Time

Time Pair based employees

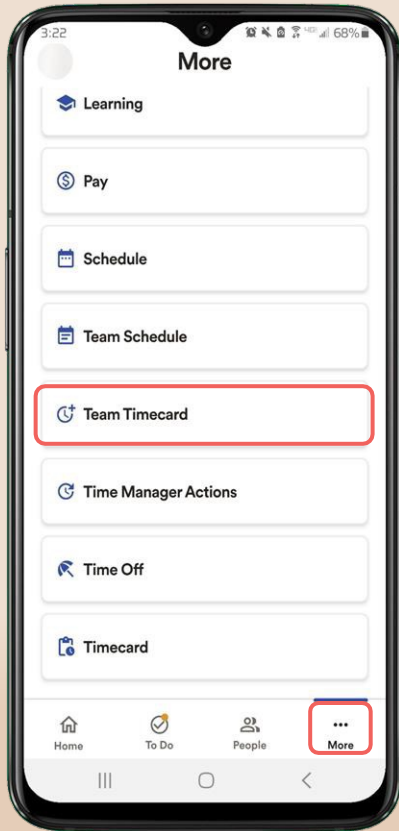


A Time Pair based employee will enter hours by using the In and Out times.

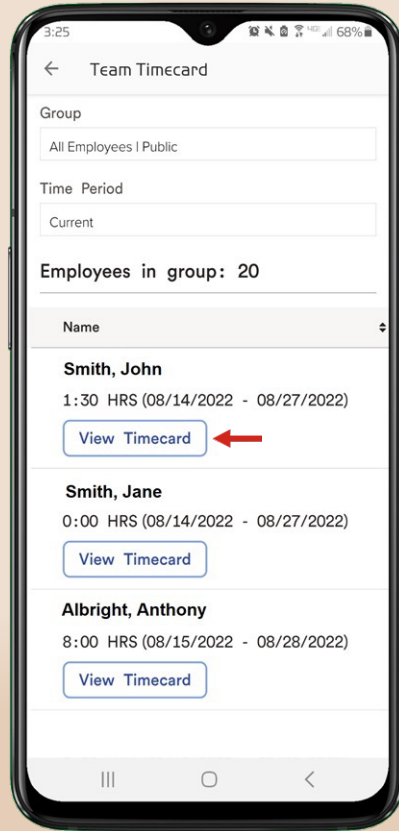
Note: This process also applies for Clocking employees.



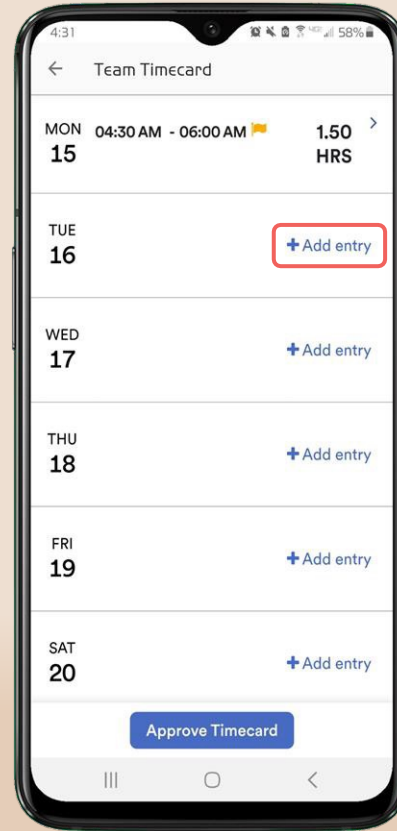
Tap **More**, then tap on **Team Timecard**



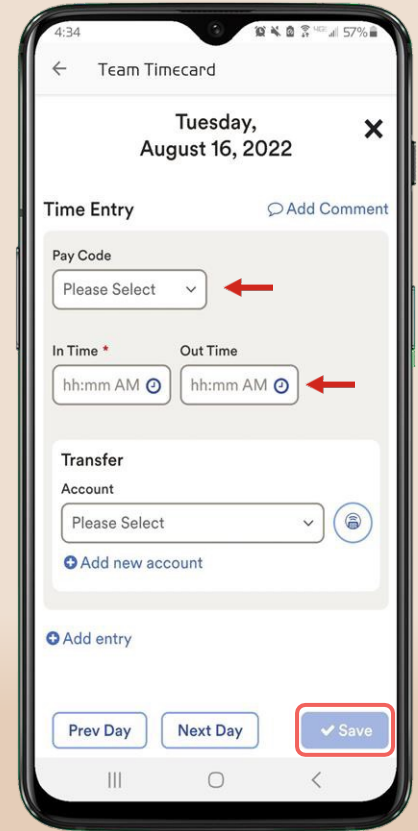
Tap **View Timecard**



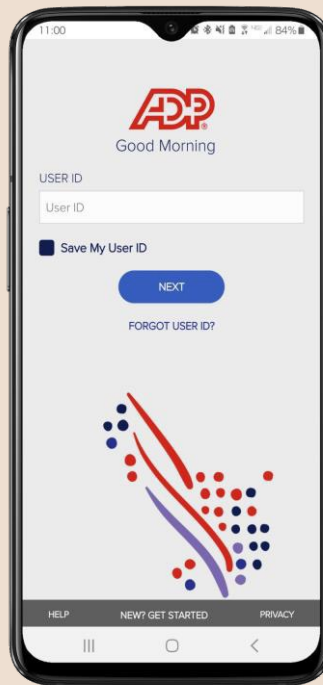
Tap **+Add Entry**



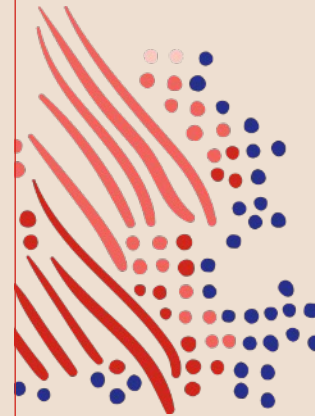
Select the **Pay Code**, then enter the **In/Out** time, then tap **Save**



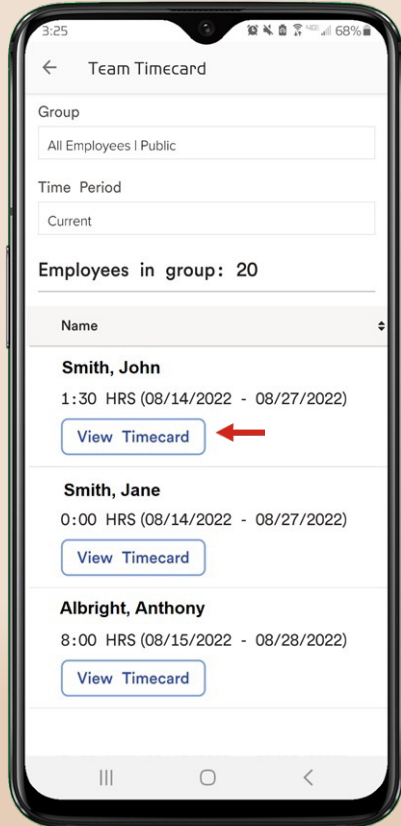
Entering a Supplemental Pay Code



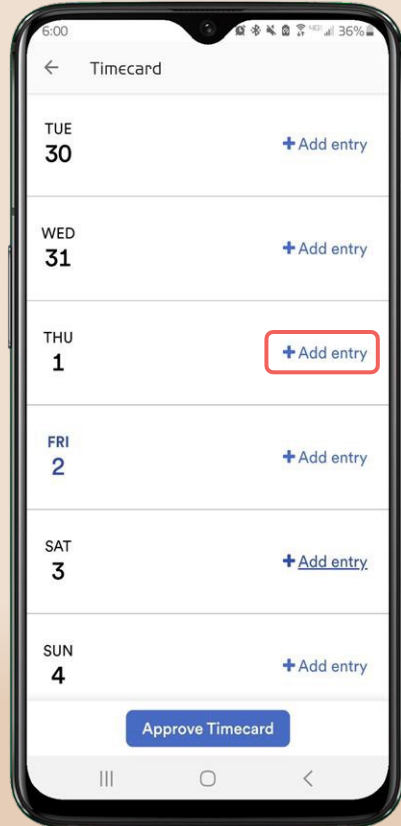
Note: Supplemental pay codes can be configured as either Amount/Currency(\$) or Units.



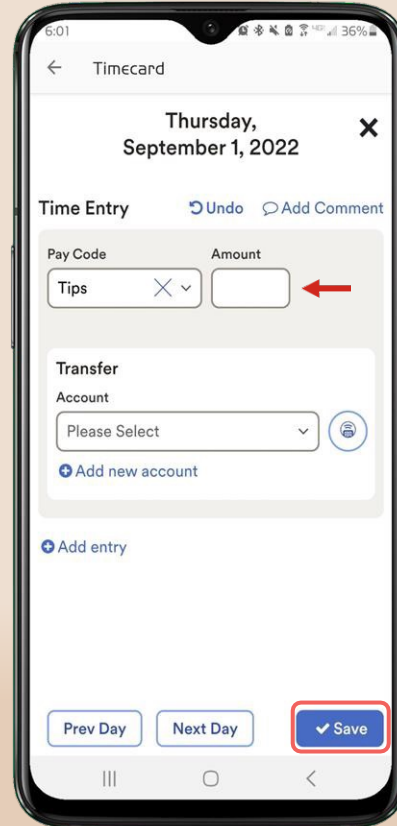
Navigate to **More > Team Timecard**, then tap **View Timecard**



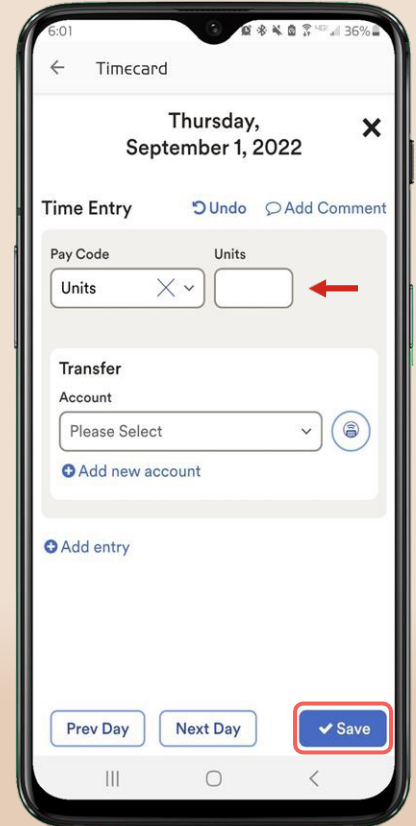
Tap **+Add Entry**



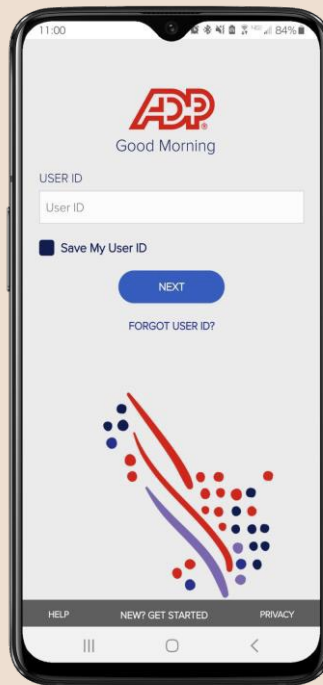
Select the Supplemental Pay Code, enter the **Amount (\$)**, then tap **Save**



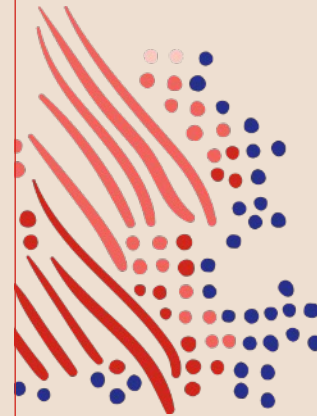
Or Select the Supplemental Pay Code, enter the **Units**, then tap **Save**



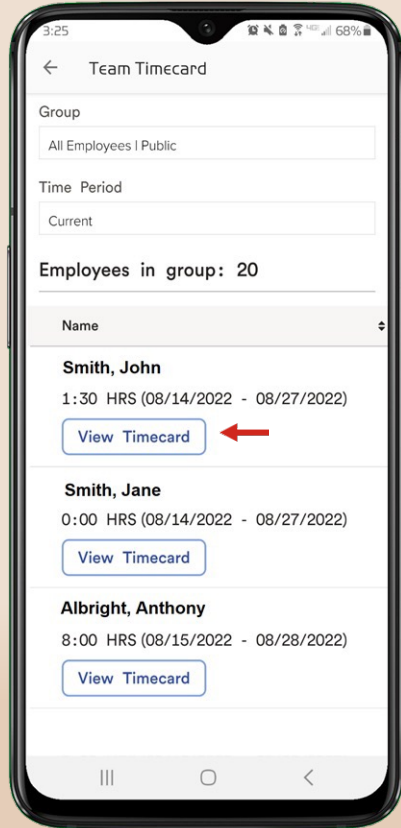
Deleting hours/time



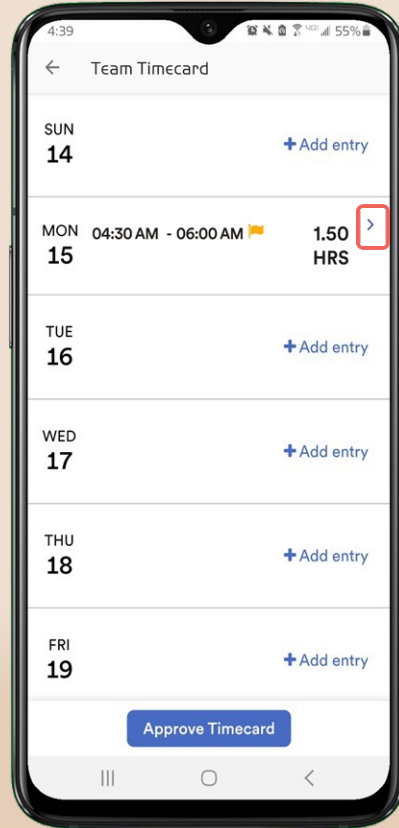
Note: Allows you to delete hours via the ADP Mobile App.



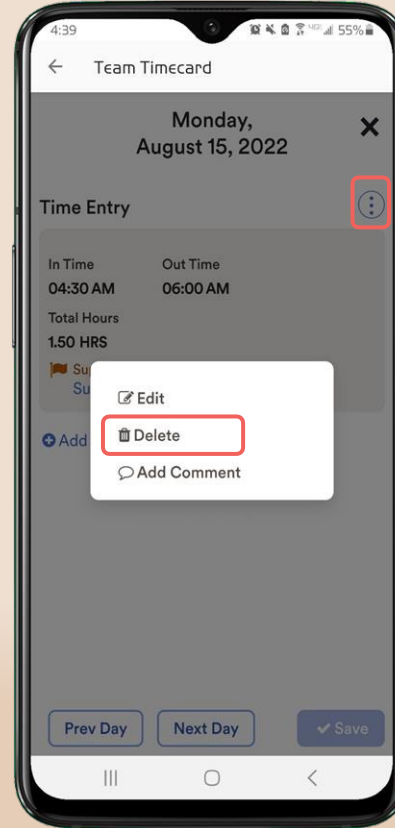
Navigate to **More >**
Team Timecard, then
tap **View Timecard**



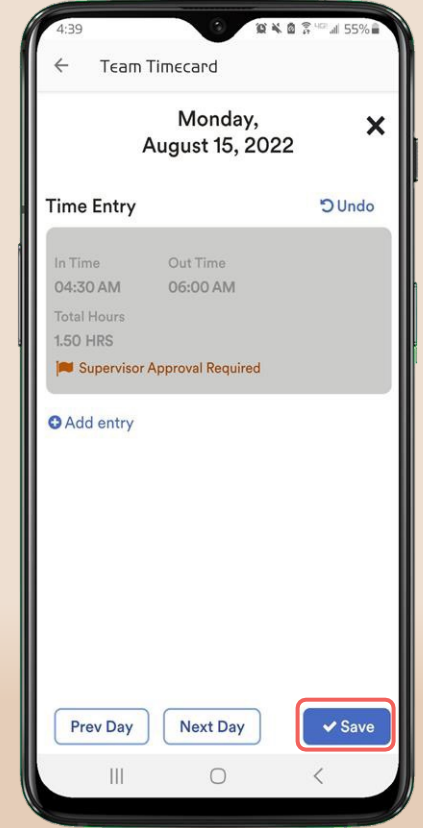
Tap into the timepair



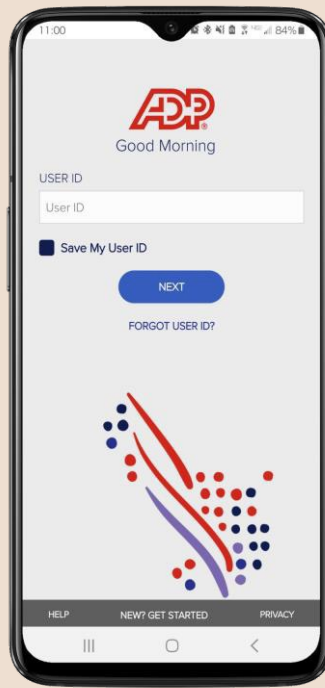
Tap the **Menu** icon, then
tap **Delete**



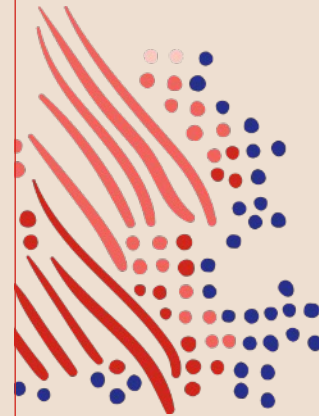
Tap **Save** to confirm



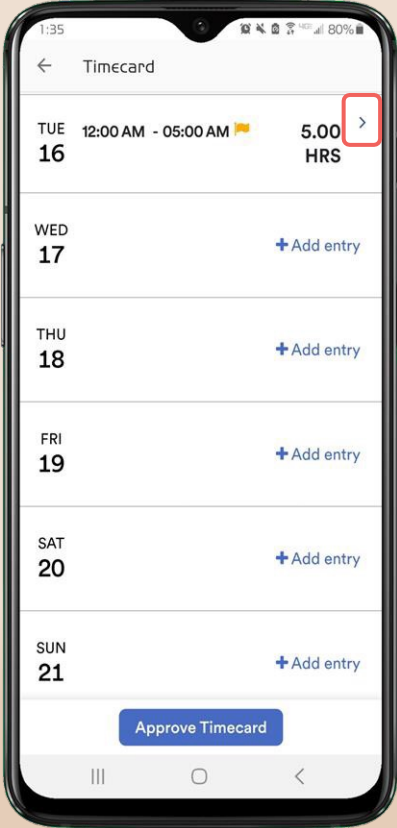
Add a note to a time pair



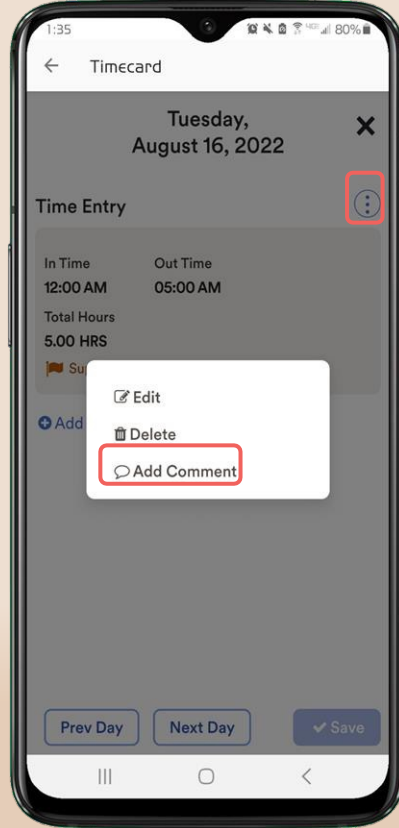
Allows supervisors to enter a note on an existing time pair.



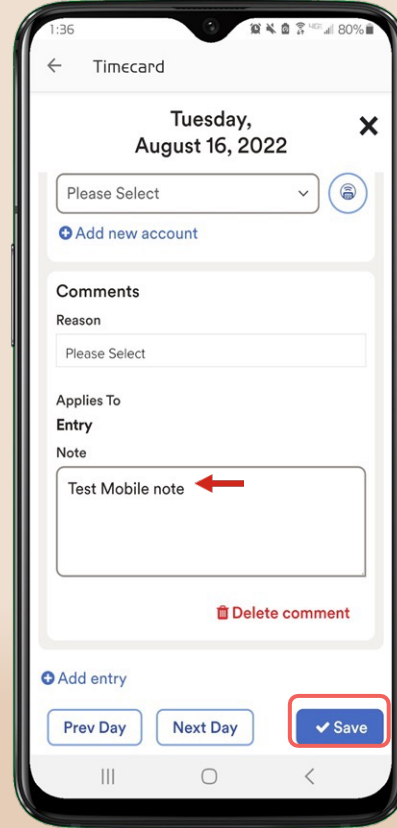
Navigate to **More> Team Timecard> View Timecard**, then tap into the time pair



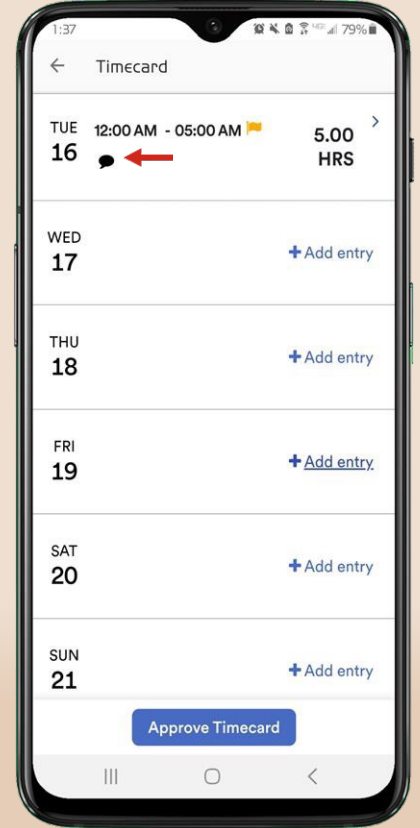
Tap the **Menu** icon, then tap **Add Comment**



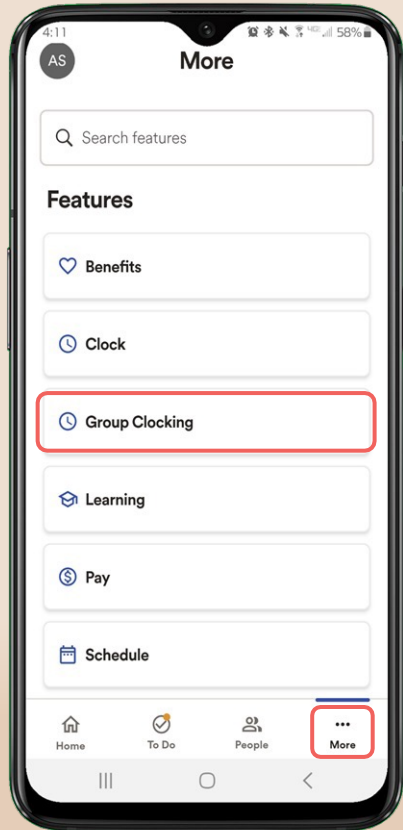
Enter your note, then tap **Save**



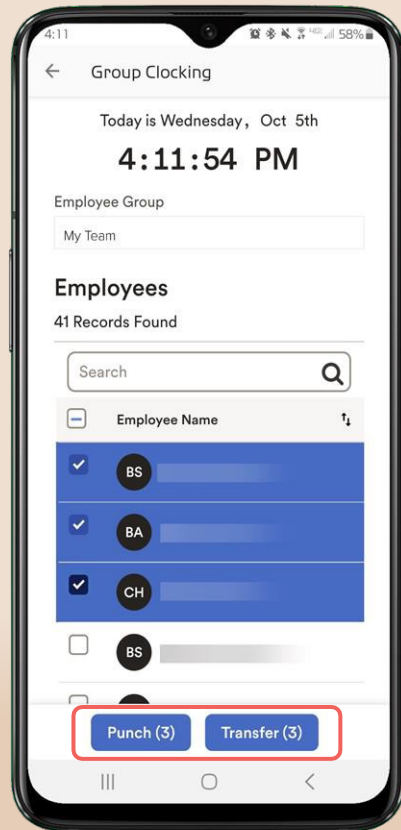
Your Note has been saved



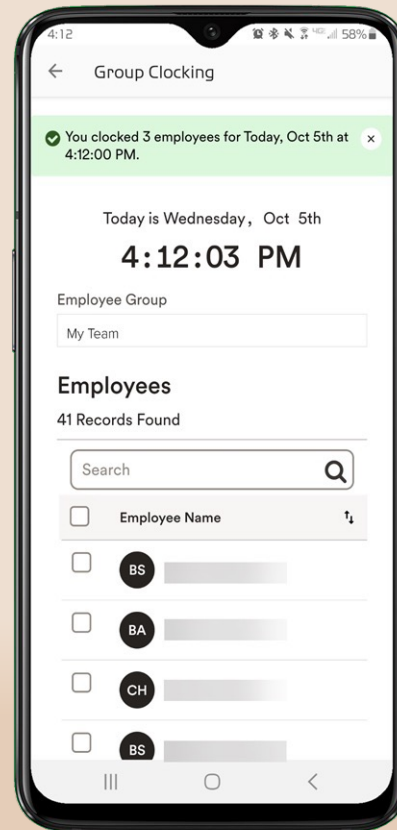
Navigate to **More > Group Clocking**



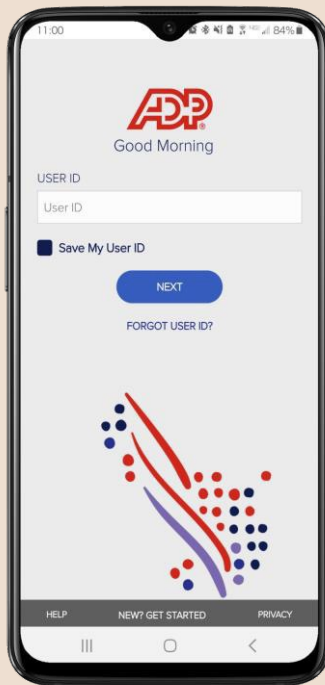
Select the employees, then tap **Punch** or **Transfer**



The punch has been recorded

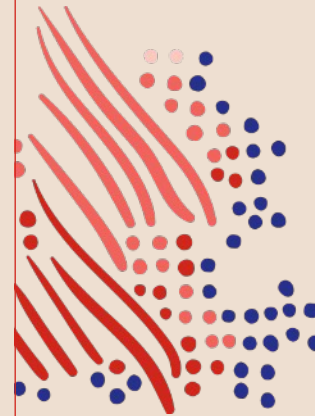


Reset the ADP Mobile App

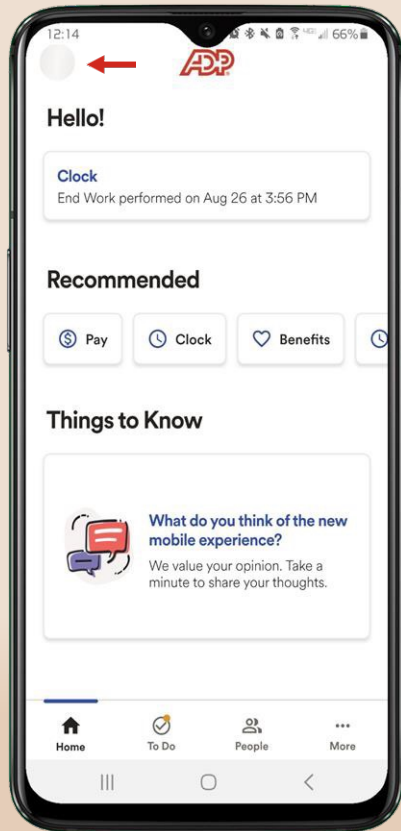


Allows the user to reset the ADP Mobile App.

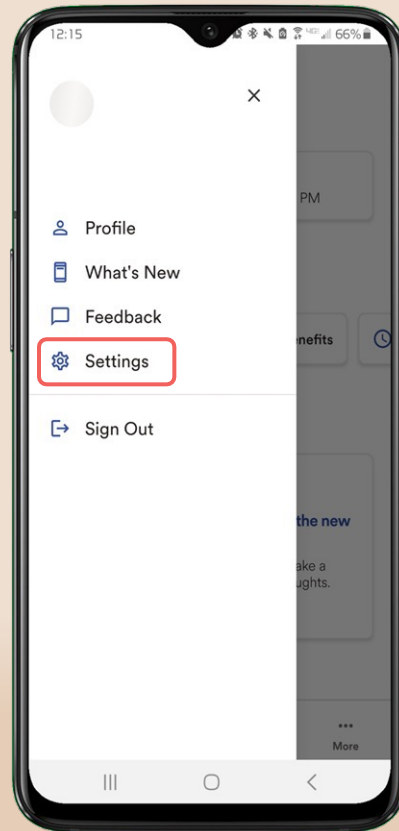
Note: This is beneficial when the user is experiencing issues with the Mobile App or recent updates have been made to their profile.



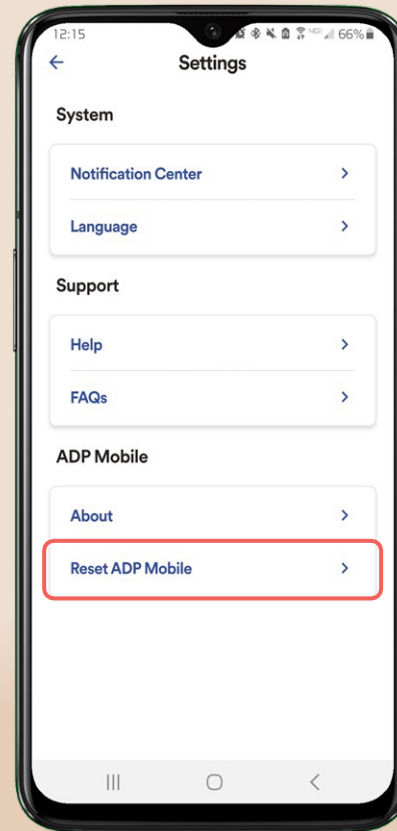
Tap your **Profile Picture**



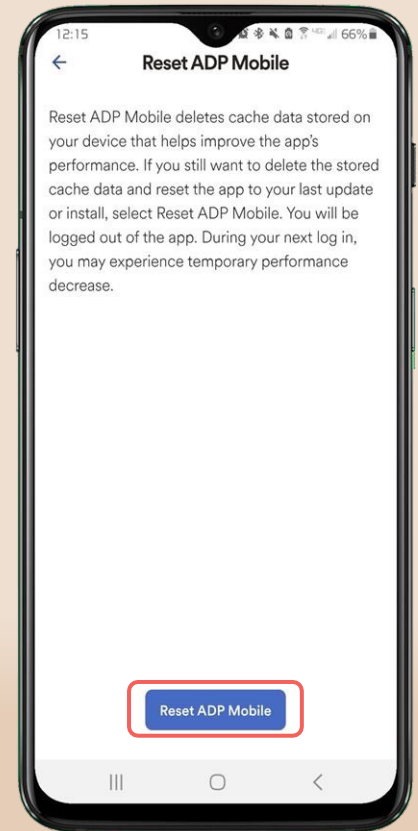
Tap **Settings**



Tap **Reset ADP Mobile**

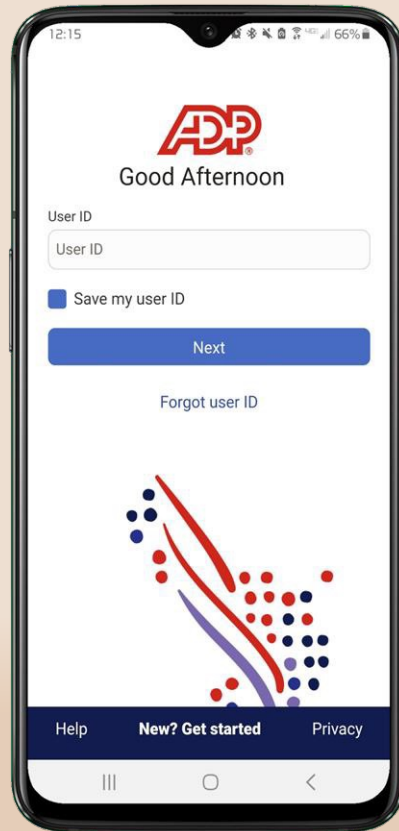
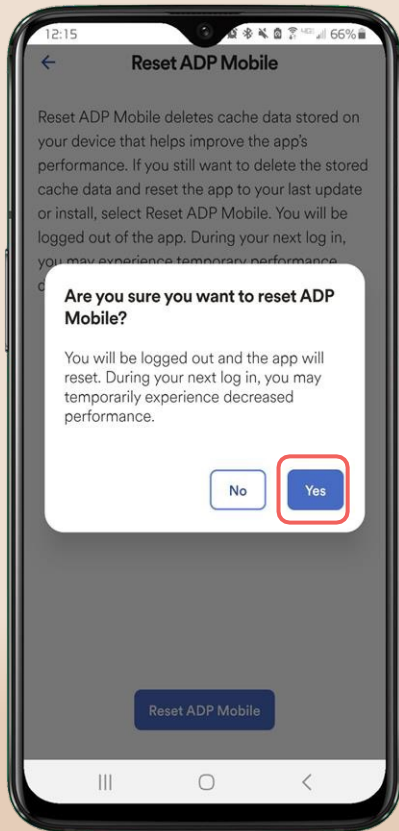


Tap **Reset ADP Mobile**



Tap **Yes** to confirm

Enter your credentials to
sign in





Manager ADP E-Time Timecard Guide

Time & Attendance

Timecards



Timecard Approval needs to be completed by the Manager. Please find below Instructions on finalizing timecards, editing timecards and viewing timecards in ADP Enhanced Time and Attendance

Finalize Timecards

Approve Timecards (For ADP Workforce Now ONLY)2

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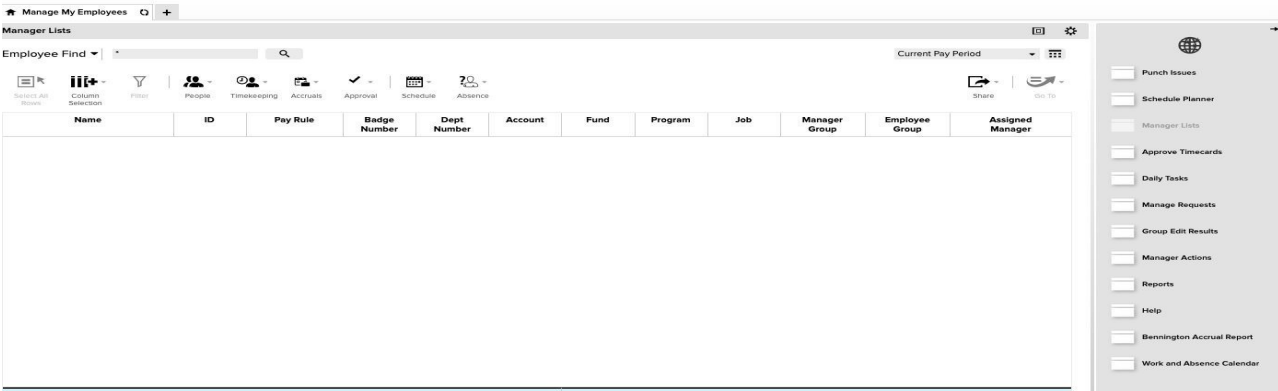

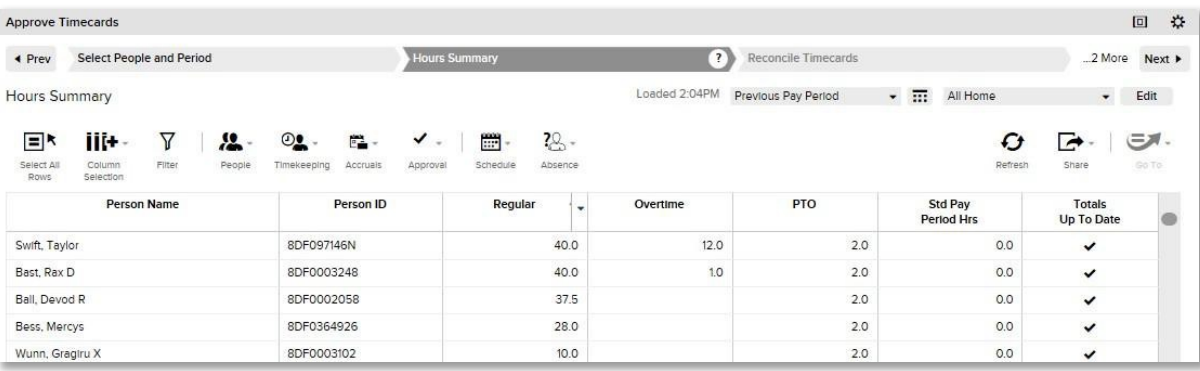
Timecard Colors.....13

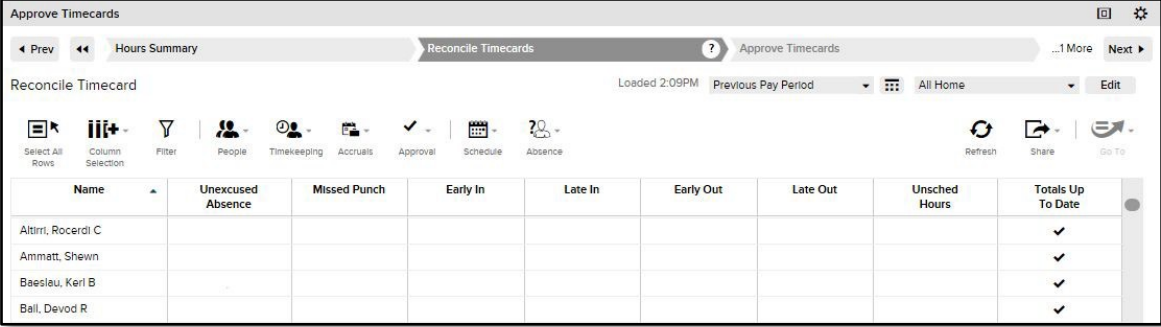
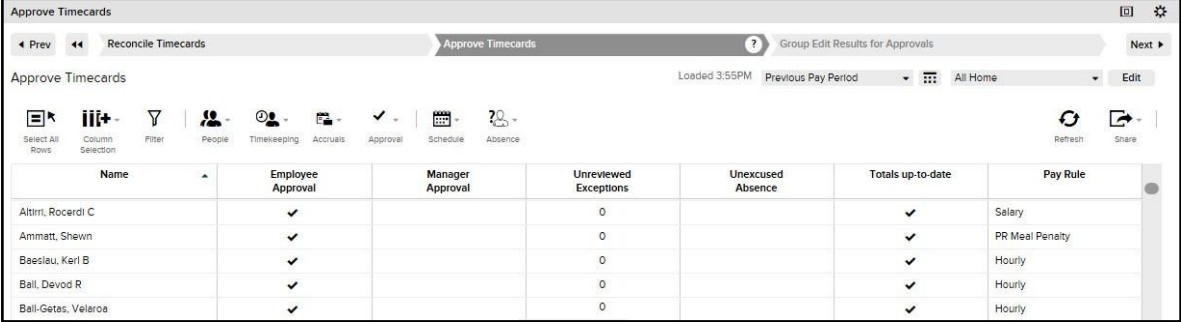
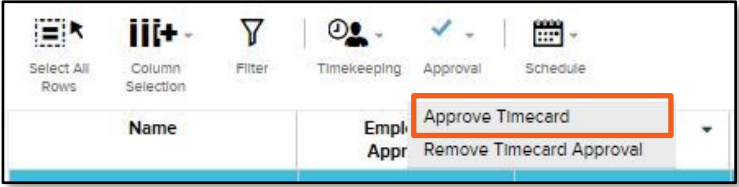
Important: This time solution is used with many different products. Different instructions may be provided for the various products.

Approve Timecards (For ADP Workforce Now ONLY)

Timecard approval is an indication of acceptance, and indicates that the edits are finished and the timecard is ready for payroll processing. You can approve a timecard for the entire pay period, a specific date, or a range of dates. The employee cannot make changes or additions for any dates a manager has already approved.

Starting Point: Manage My Employees

Step	Action																																										
1	<p>Select Approve Timecards - from the menu to the right of the screen</p> 																																										
2	<p>Confirm that the correct HyperFind query (Payroll Processing AYG-HOURLY) and time period are selected in the respective fields. If changes are made, click Save.</p> 																																										
3	<p>On the Hours Summary chevron, review the hours for the period.</p>  <table border="1" data-bbox="280 1564 1449 1743"> <thead> <tr> <th>Person Name</th> <th>Person ID</th> <th>Regular</th> <th>Overtime</th> <th>PTO</th> <th>Std Pay Period Hrs</th> <th>Totals Up To Date</th> </tr> </thead> <tbody> <tr> <td>Swift, Taylor</td> <td>8DF097146N</td> <td>40.0</td> <td>12.0</td> <td>2.0</td> <td>0.0</td> <td>✓</td> </tr> <tr> <td>Bast, Rax D</td> <td>8DF0003248</td> <td>40.0</td> <td>1.0</td> <td>2.0</td> <td>0.0</td> <td>✓</td> </tr> <tr> <td>Bell, Devod R</td> <td>8DF0002058</td> <td>37.5</td> <td></td> <td>2.0</td> <td>0.0</td> <td>✓</td> </tr> <tr> <td>Bess, Mercys</td> <td>8DF0364926</td> <td>28.0</td> <td></td> <td>2.0</td> <td>0.0</td> <td>✓</td> </tr> <tr> <td>Wunn, Grägriru X</td> <td>8DF0003102</td> <td>10.0</td> <td></td> <td>2.0</td> <td>0.0</td> <td>✓</td> </tr> </tbody> </table>	Person Name	Person ID	Regular	Overtime	PTO	Std Pay Period Hrs	Totals Up To Date	Swift, Taylor	8DF097146N	40.0	12.0	2.0	0.0	✓	Bast, Rax D	8DF0003248	40.0	1.0	2.0	0.0	✓	Bell, Devod R	8DF0002058	37.5		2.0	0.0	✓	Bess, Mercys	8DF0364926	28.0		2.0	0.0	✓	Wunn, Grägriru X	8DF0003102	10.0		2.0	0.0	✓
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Bess, Mercys	8DF0364926	28.0		2.0	0.0	✓																																					
Wunn, Grägriru X	8DF0003102	10.0		2.0	0.0	✓																																					
4	<p>Click Next.</p>																																										

Step	Action
5	<p>On the Reconcile Timecards chevron, confirm that all exceptions have been resolved.</p> 
6	<p>Click Next.</p>
7	<p>On the Approve Timecards chevron, confirm that all employees have approved their timecards. Then, select one or more employees whose timecards you want to approve.</p>  <p>Selection options:</p> <ul style="list-style-type: none"> • Select all employees: Click Select All Rows. • Select multiple employees: Press the Ctrl key and select individual employees. • Select a group of employees: Select the first name in the list, press the Shift key, and then select the last employee in the list. All employees between the first and last name will be selected.
8	<p>Click Approval and select Approve Timecard.</p> 

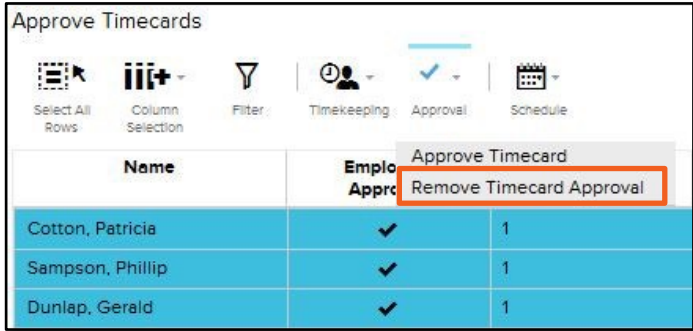

Step	Action																																								
9	<p>Click Yes to approve.</p> <p>Note: Once you have approved a timecard, you or the employee cannot make any edits to the timecard, unless you remove the approval from the timecard.</p> <div data-bbox="896 258 1505 451" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Approve Timecard</p> <hr/> <p>i Are you sure you want to Approve?</p> <p style="text-align: right;"> <input type="button" value="No"/> <input type="button" value="Yes"/> </p> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 10%;">Employee Approval</th> <th style="width: 10%;">Manager Approval</th> <th style="width: 15%;">Unreviewed Exceptions</th> <th style="width: 15%;">Unexcused Absence</th> <th style="width: 25%;">Totals up-to-date</th> </tr> </thead> <tbody> <tr> <td>Altirri, Rocerd C</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Ammatt, Shewn</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Beeslau, Kerl B</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Ball, Devod R</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> <td></td> <td style="text-align: center;">✓</td> </tr> </tbody> </table> <p>Approval Statuses</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Symbol</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">✓</td> <td>Pay period approved or signed off.</td> </tr> <tr> <td style="text-align: center;">1</td> <td>One manager approved.</td> </tr> <tr> <td style="text-align: center;">(Partial)</td> <td>Some days in the selected time period are missing an approval.</td> </tr> <tr> <td style="text-align: center;">1 (Partial)</td> <td>One manager has approved all days in selected time period. A second manager has only approved some days.</td> </tr> </tbody> </table>	Name	Employee Approval	Manager Approval	Unreviewed Exceptions	Unexcused Absence	Totals up-to-date	Altirri, Rocerd C	✓	1	0		✓	Ammatt, Shewn	✓	1	0		✓	Beeslau, Kerl B	✓	1	0		✓	Ball, Devod R	✓	1	0		✓	Symbol	Definition	✓	Pay period approved or signed off.	1	One manager approved.	(Partial)	Some days in the selected time period are missing an approval.	1 (Partial)	One manager has approved all days in selected time period. A second manager has only approved some days.
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1	One manager approved.																																								
(Partial)	Some days in the selected time period are missing an approval.																																								
1 (Partial)	One manager has approved all days in selected time period. A second manager has only approved some days.																																								
10	Click Next .																																								
11	<p>On the Group Edit Results for Approvals chevron, review the details and status of the group edit.</p> <div data-bbox="253 1220 1470 1465" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="font-size: small;">Approve Timecards</p> <p style="font-size: x-small;"> ◀ Prev ◀ Reconcile Timecards Approve Timecards Group Edit Results for Approvals ? Done </p> <p>GROUP EDIT RESULTS</p> <p style="font-size: x-small;">Last Refreshed: 3/07/2019 4:29PM</p> <p style="text-align: left; font-size: x-small;"><input type="button" value="Refresh"/></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 30%;">Group Edit</th> <th style="width: 10%;">Date</th> <th style="width: 10%;">Time</th> <th style="width: 15%;">User Name</th> <th style="width: 10%;">Status</th> <th style="width: 25%;">Results</th> </tr> </thead> <tbody> <tr> <td>Approved Time Period: Previous Pay Period</td> <td style="text-align: center;">3/07/2019</td> <td style="text-align: center;">4:25PM</td> <td style="text-align: center;">jcash</td> <td style="text-align: center;">COMPLETED</td> <td style="text-align: center;">Success:282 Total: 282</td> </tr> </tbody> </table> </div> <p>Note: In the Results column, click Details for more information about any failed group edits.</p>	Group Edit	Date	Time	User Name	Status	Results	Approved Time Period: Previous Pay Period	3/07/2019	4:25PM	jcash	COMPLETED	Success:282 Total: 282																												
Group Edit	Date	Time	User Name	Status	Results																																				
Approved Time Period: Previous Pay Period	3/07/2019	4:25PM	jcash	COMPLETED	Success:282 Total: 282																																				
12	Click Clear .																																								
13	Click OK to clear the context and start a new timecard approval session.																																								

Remove an Approval from a Timecard

Removing an approval allows you to edit a timecard. For example, an employee may realize that his timecard contains an error after you approved it. You can also remove an approval from the employee's timecard.

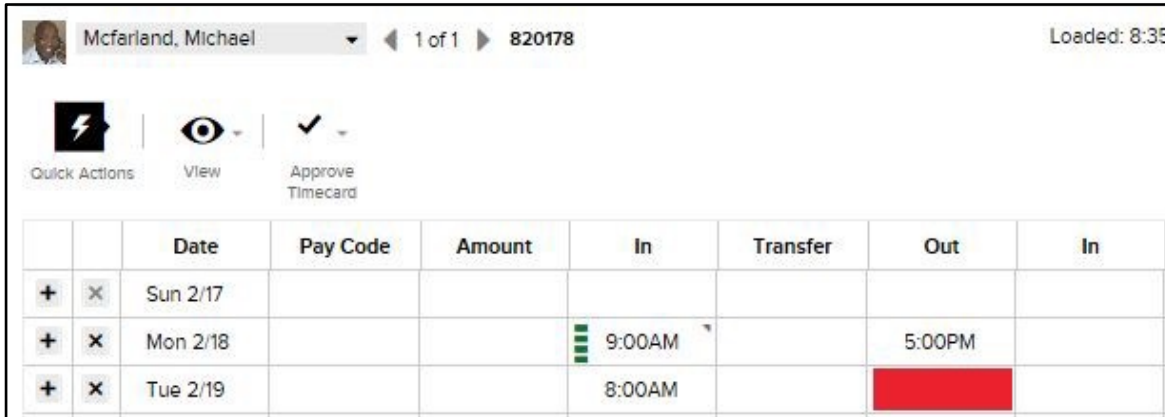
Starting Point:

ADP Time & Attendance	Manage My Employees > Timecard Approval > Approve Timecards
ADP Workforce Now	

Step	Action
1	On the Approve Timecards chevron, select one or more employees for whose timecards you want to remove the approval.
3	<p>Click Approval and select Remove Timecard Approval.</p> 
4	<p>Click Yes to remove the approval.</p> 
5	Access and update the employees' timecards and then approve the employees' timecards.

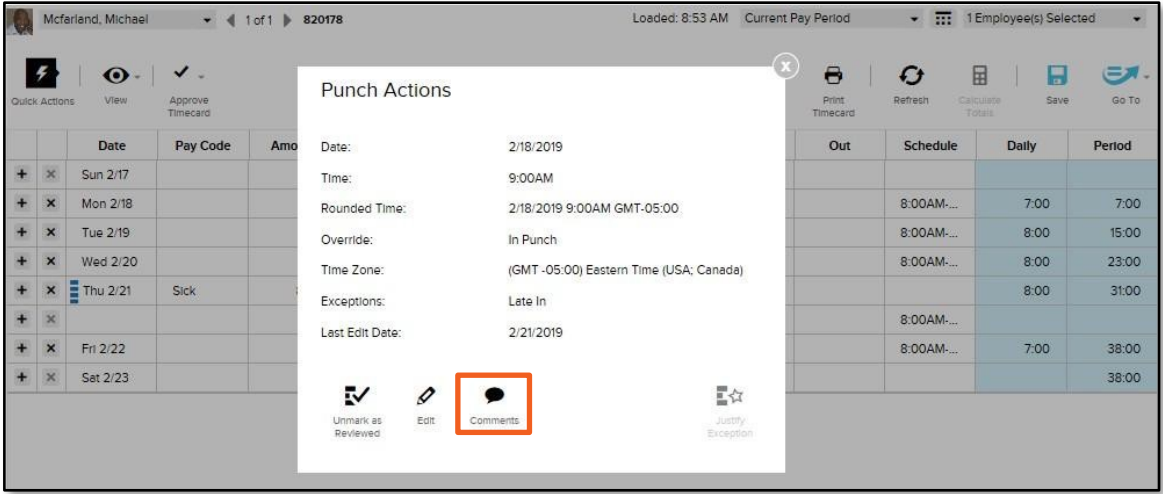
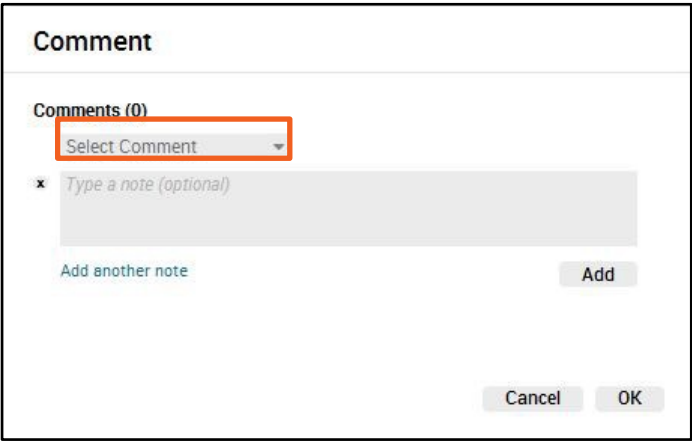
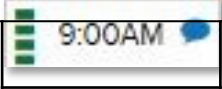
Enter a Missed Punch

If an employee missed a punch, you will need to fix the in or out

Step	Action																																				
1	Access the employee's timecard.																																				
2	<p>Double-click the In or Out field with the missed punch.</p> <p>Note: The field with the missing punch is solid red.</p> <div data-bbox="249 501 1421 915" style="border: 1px solid black; padding: 5px;">  <p>Mcfarland, Michael 1 of 1 820178 Loaded: 8:35</p> <p>Quick Actions View Approve Timecard</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Date</th> <th>Pay Code</th> <th>Amount</th> <th>In</th> <th>Transfer</th> <th>Out</th> <th>In</th> </tr> </thead> <tbody> <tr> <td>+</td> <td>×</td> <td>Sun 2/17</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>+</td> <td>×</td> <td>Mon 2/18</td> <td></td> <td></td> <td>9:00AM</td> <td></td> <td>5:00PM</td> <td></td> </tr> <tr> <td>+</td> <td>×</td> <td>Tue 2/19</td> <td></td> <td></td> <td>8:00AM</td> <td></td> <td style="background-color: red;"></td> <td></td> </tr> </tbody> </table> </div>			Date	Pay Code	Amount	In	Transfer	Out	In	+	×	Sun 2/17							+	×	Mon 2/18			9:00AM		5:00PM		+	×	Tue 2/19			8:00AM			
		Date	Pay Code	Amount	In	Transfer	Out	In																													
+	×	Sun 2/17																																			
+	×	Mon 2/18			9:00AM		5:00PM																														
+	×	Tue 2/19			8:00AM																																
3	Enter the appropriate time.																																				
4	Click Save .																																				

Add a Comment

Comments provide more information about a punch or an

Step	Action
1	Access the employee's timecard.
2	Right-click the appropriate field to add a comment. You can add a comment to the Amount field, the In field, or the Out field.
3	<p>In the Pay Code Actions window or the Punch Actions window, click Comments.</p>  <p>The screenshot shows the 'Punch Actions' dialog box for Michael McFarland on 2/18/2019. The dialog displays punch details such as Date, Time, Rounded Time, and Time Zone. At the bottom, there are four buttons: 'Unmark as Reviewed', 'Edit', 'Comments' (highlighted with a red box), and 'Justify Exception'. The background shows a timecard grid with columns for Out, Schedule, Daily, and Period.</p>
4	<p>Select the appropriate comment.</p>  <p>The screenshot shows a 'Comment' dialog box. It has a title bar 'Comment' and a section 'Comments (0)'. Below this is a dropdown menu labeled 'Select Comment' which is highlighted with a red box. There is also a text input field with a placeholder 'Type a note (optional)', an 'Add' button, and 'Cancel' and 'OK' buttons at the bottom.</p> <p>Note: Your organization determines which comments are displayed.</p>
5	To include a note, enter a note in the appropriate field and click Add .
6	<p>Click OK.</p> <p>Result: A comment indicator is displayed in the field.</p>  <p>The screenshot shows a timecard entry for '9:00AM'. To the right of the time, there is a blue speech bubble icon, indicating that a comment has been added to this punch.</p>
7	Click Save .

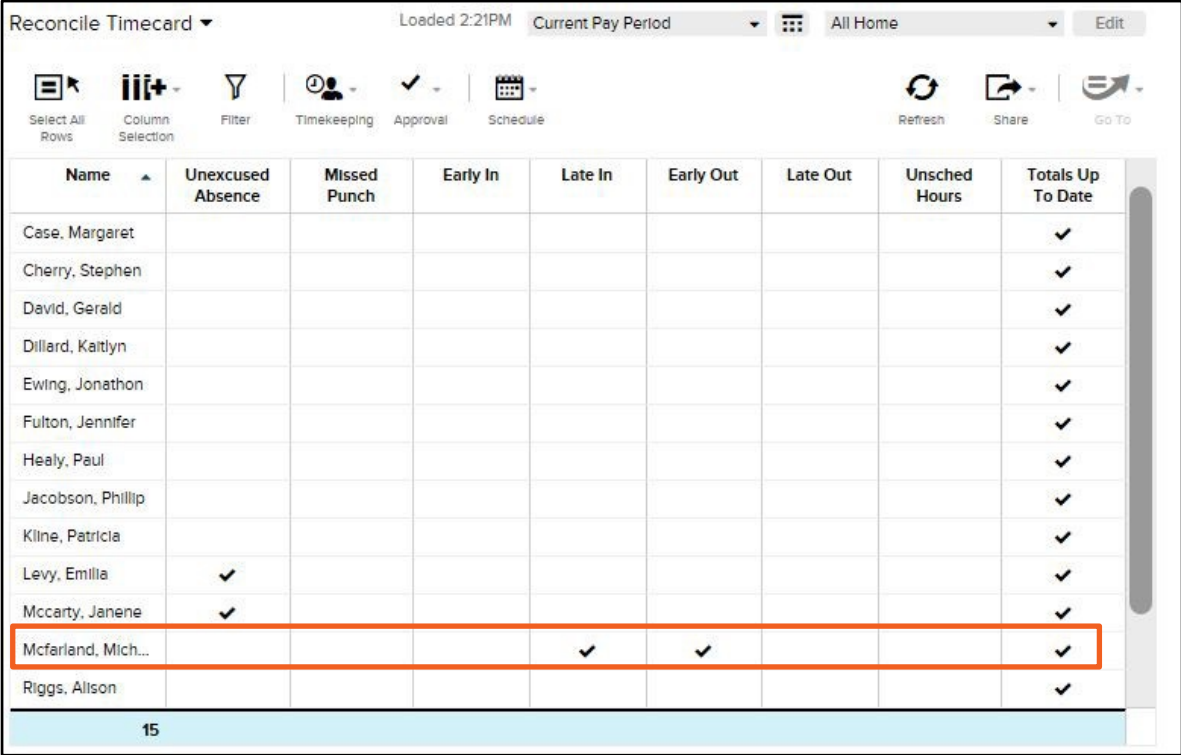
Edit Employees' Timecards

You will need to make miscellaneous edits to your employees' timecards.

Access an Employee's Timecards from a QuickNav

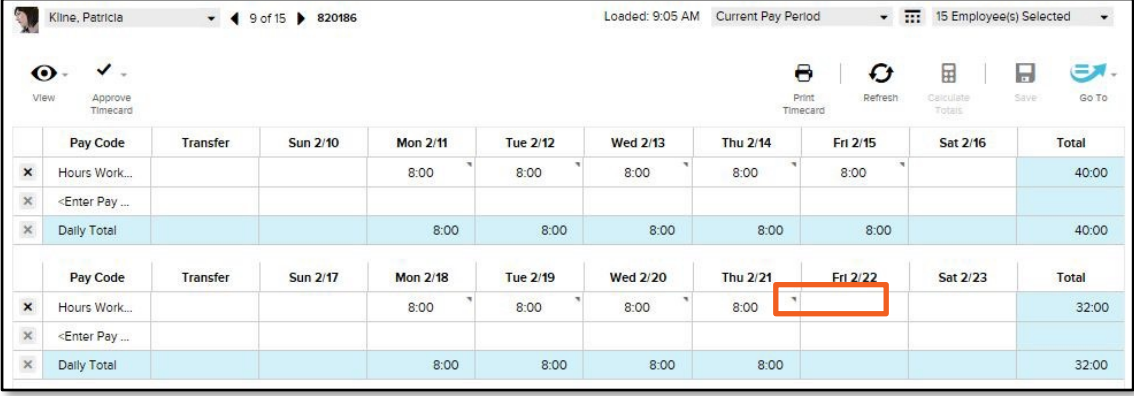
QuickNavs allow you to view all of your assigned

employees. **Starting Point: QuickNav**

Step	Action
1	If necessary, change the time period and HyperFind query.
2	<p>Double-click an employee's name with exceptions to access his or her timecard.</p>  <p>Note: To select multiple employees, complete one of the selection options below and then click Go To and select Timecards.</p> <p>Selection options:</p> <ul style="list-style-type: none"> • Select all employees: Click Select All Rows. • Select multiple employees: Press the Ctrl key and select individual employees. • Select a group of employees: Select the first name in the list, press the Shift key, and then select the last employee in the list. All employees between the first and last name will be selected.

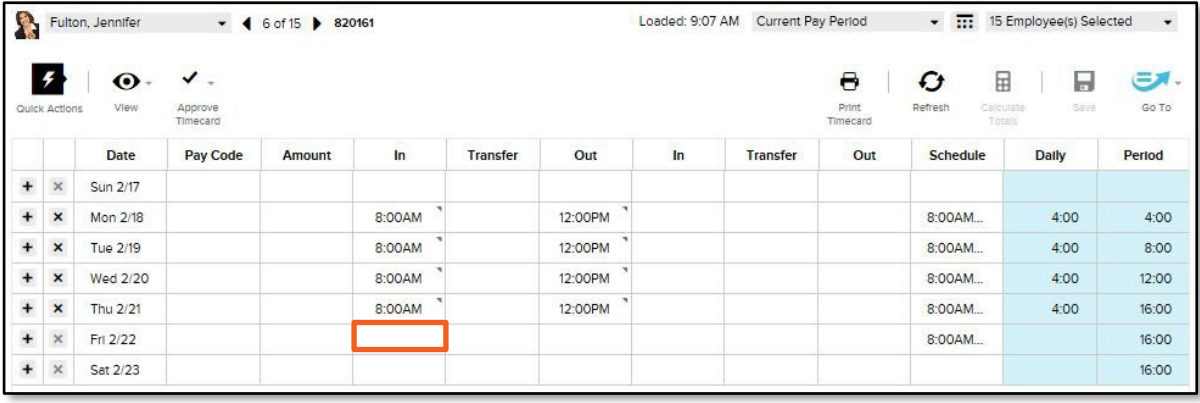
Enter Time in a Project-View Timecard

Sometimes, you will enter or update time in your employees' project-view


Step	Action
1	Locate the employee's timecard.
2	<p>Select the appropriate date column then enter the daily duration.</p>  <p>Note: Use a colon (:) to enter minutes. For example, enter 8:30 for eight hours and 30 minutes.</p>
3	Repeat step 2 for each date, as appropriate.
4	Click Save .










Enter Time in an Hourly-View Timecard

Sometimes, you will enter or update time in your employees' hourly-view


Step	Action																																																																																																								
1	Locate the employee's timecard.																																																																																																								
2	For the appropriate date, click the In or Out field.																																																																																																								
	 <p>The screenshot shows a timecard interface for Jennifer Fulton. At the top, it displays 'Fulton, Jennifer', '6 of 15', and '820161'. Below this are navigation icons for 'Quick Actions', 'View', and 'Approve Timecard'. On the right, there are icons for 'Print Timecard', 'Refresh', 'Calculate Totals', 'Save', and 'Go To'. The main table has the following structure:</p> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Pay Code</th> <th>Amount</th> <th>In</th> <th>Transfer</th> <th>Out</th> <th>In</th> <th>Transfer</th> <th>Out</th> <th>Schedule</th> <th>Daily</th> <th>Period</th> </tr> </thead> <tbody> <tr> <td>+ x</td> <td>Sun 2/17</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>+ x</td> <td>Mon 2/18</td> <td></td> <td></td> <td>8:00AM</td> <td></td> <td>12:00PM</td> <td></td> <td></td> <td></td> <td>8:00AM...</td> <td>4:00</td> <td>4:00</td> </tr> <tr> <td>+ x</td> <td>Tue 2/19</td> <td></td> <td></td> <td>8:00AM</td> <td></td> <td>12:00PM</td> <td></td> <td></td> <td></td> <td>8:00AM...</td> <td>4:00</td> <td>8:00</td> </tr> <tr> <td>+ x</td> <td>Wed 2/20</td> <td></td> <td></td> <td>8:00AM</td> <td></td> <td>12:00PM</td> <td></td> <td></td> <td></td> <td>8:00AM...</td> <td>4:00</td> <td>12:00</td> </tr> <tr> <td>+ x</td> <td>Thu 2/21</td> <td></td> <td></td> <td>8:00AM</td> <td></td> <td>12:00PM</td> <td></td> <td></td> <td></td> <td>8:00AM...</td> <td>4:00</td> <td>16:00</td> </tr> <tr> <td>+ x</td> <td>Fri 2/22</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>8:00AM...</td> <td></td> <td>16:00</td> </tr> <tr> <td>+ x</td> <td>Sat 2/23</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>16:00</td> </tr> </tbody> </table>		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Daily	Period	+ x	Sun 2/17												+ x	Mon 2/18			8:00AM		12:00PM				8:00AM...	4:00	4:00	+ x	Tue 2/19			8:00AM		12:00PM				8:00AM...	4:00	8:00	+ x	Wed 2/20			8:00AM		12:00PM				8:00AM...	4:00	12:00	+ x	Thu 2/21			8:00AM		12:00PM				8:00AM...	4:00	16:00	+ x	Fri 2/22									8:00AM...		16:00	+ x	Sat 2/23											16:00
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3	Enter the correct time. Note: You can enter time as 8a, 0800 (military time), or 8:00am.																																																																																																								
4	Repeat steps 2 through 3 for each required in or out punch.																																																																																																								
5	Click Save .																																																																																																								

Add Timecard a Row

To add a new row in a timecard, click  for the appropriate date.

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule
		Sun 2/24									
		Mon 2/25			8:00AM		5:00PM				8:00AM...
		Tue 2/26			8:00AM		12:00PM				8:00AM...
		Tue 2/26									
		Wed 2/27									8:00AM...

Delete Timecard Data in a Row

To quickly delete data in a row, click  in the appropriate row. Then, confirm the deletion, if necessary.

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule
		Sun 2/24									
		Mon 2/25			8:00AM		5:00PM				8:00AM...
		Tue 2/26			8:00AM		12:00PM				8:00AM...
		Wed 2/27									8:00AM...

View Accrual Balances

At the bottom of the timecard, you can view how much time off your employees have

Step	Action																								
1	Access the employee's timecard.																								
2	If necessary, click the splitter bar at the bottom of the timecard. Result: The Totals tab is displayed.																								
3	Click the Accruals tab.																								
4	View the employee's accrual balances. <div data-bbox="247 546 1429 1186" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Accrual Code</th> <th>Accrual Units</th> <th>Accrual Reporting Pe...</th> <th>Accrual Available Bal...</th> <th>Accrual Taken to Date</th> <th>Accrual Planned Takt...</th> <th>Accrual Pending Gra...</th> <th>Accrual Ending Balan...</th> </tr> </thead> <tbody> <tr> <td>Sick</td> <td>Hour</td> <td>Tue 1/01 - Tue 12...</td> <td>80:00</td> <td>0:00</td> <td>0:00</td> <td>0:00</td> <td>80:00</td> </tr> <tr> <td>Vacation</td> <td>Hour</td> <td>Tue 1/01 - Tue 12...</td> <td>152:00</td> <td>8:00</td> <td>0:00</td> <td>0:00</td> <td>152:00</td> </tr> </tbody> </table> </div>	Accrual Code	Accrual Units	Accrual Reporting Pe...	Accrual Available Bal...	Accrual Taken to Date	Accrual Planned Takt...	Accrual Pending Gra...	Accrual Ending Balan...	Sick	Hour	Tue 1/01 - Tue 12...	80:00	0:00	0:00	0:00	80:00	Vacation	Hour	Tue 1/01 - Tue 12...	152:00	8:00	0:00	0:00	152:00
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Vacation	Hour	Tue 1/01 - Tue 12...	152:00	8:00	0:00	0:00	152:00																		

Note: Your accrual balances may vary based on the date you select in the Time Period field.

Timecard Colors

The following table shows the meaning of the various timecard, field, and text colors.

Color	Meaning
Light orange	Timecard is approved by the employee and not by the manager.
Yellow	Timecard is approved by the manager and not by the employee.
Green	Timecard is approved by both the employee and the manager.
Gray	Timecard is signed off by an administrator.
Blue	Totals fields are blue and cannot be edited.
Light blue	A field turns light blue when you point to it.
Darker blue	A field turns a darker blue when you select it.
Black	Text is black for all events in the timecard that are not system-generated.
Light purple	System-entered text that cannot be modified.
Dark purple	System-entered text that can be modified.