How to Approve Timecard (at Timeclock)
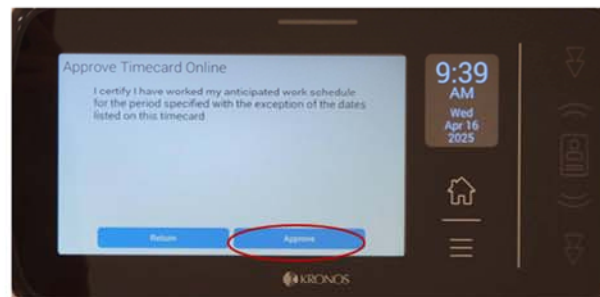

1. Press **Approve Timecard**
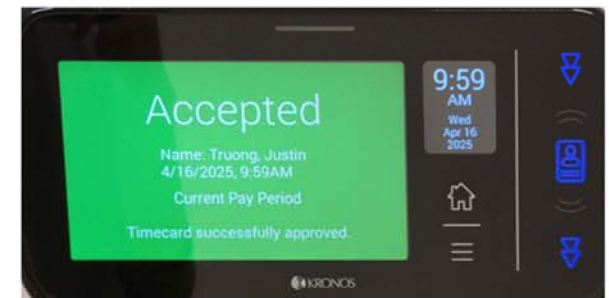

2. Swipe your Badge

3. Choose the correct pay period

4. Verify your hours

5. If your hours are correct press **Approve**.
If not, press **Return** and exit.
Then, **contact your supervisor.**

6. If your hours are correct press **Approve**.
If not, press **Return** and exit.
Then, **contact your supervisor.**