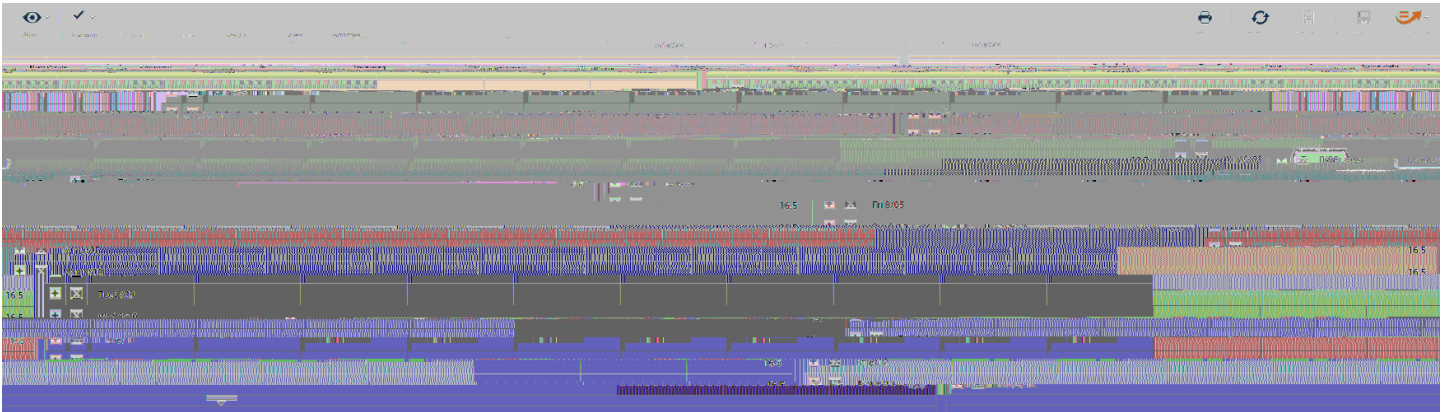


Managers have two ways to approve an employee time.

1. Timecards can be approved on each individual employee's timecard by selecting Approve Timecard on the action bar.



2. Managers can approve timecards for multiple employees on the main workspace by selecting Approval - Approve Timecard on the action bar.