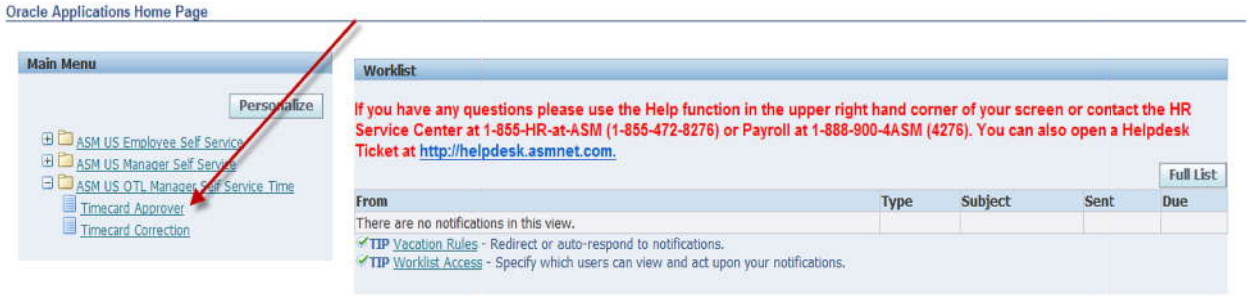
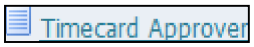
MSS - US: Timecard Approver



Step	Action
1.	IMPORTANT NOTICE: Our company is committed to safeguarding associate privacy interests. Please know that all information used in this tutorial/guide is fictitious. No actual associate names or data has been used.
2.	Upon logging into Oracle as a Manager, all notifications awaiting approval will be visible in the Worklist. Notifications for timecards awaiting approval can be accessed through the Worklist as well as through the Timecard Approver function.
3.	To approve timecards using the Timecard Approver function, click the **ASM US OTL Manager Self Service Time** link.
4.	Click the **Timecard Approver** link. 
5.	The *Worklist* page is displayed. All timecards awaiting approval will be listed. Select the appropriate timecard to approve. Click the **Subject** link of the notification.
6.	The Timecard for the associate is displayed.
7.	Confirm the Timecard Dates are correct.
8.	Click the scrollbar to view the complete details of the timecard.
9.	Review the following items on the timecard: - Hours Type - Department override if applicable - State Worked override if applicable - Start and Stop times for all days - Total Hours submitted
10.	Click the scrollbar to view comments regarding the time submitted.

Step	Action
11.	Review all comments for each day and Hours Type.
12.	Click the scrollbar.
13.	Continue to review all comments for each day and Hours Type.
14.	Click the scrollbar.
15.	If all details in the timecard are correct, click the **Approve** button.
16.	The *Worklist* page is displayed again. Continue approving the remaining timecards. Select the appropriate timecard to approve. Click the **Subject** link of the notification.
17.	The Timecard for the associate is displayed.
18.	Confirm the Timecard Dates are correct.
19.	Click the scrollbar to view the complete details of the timecard.
20.	Review the following items on the timecard: - Hours Type - Department override if applicable - State Worked override if applicable - Start and Stop times for all days - Total Hours submitted
21.	Click the scrollbar to view comments regarding the time submitted.
22.	Review all comments for each day and Hours Type.
23.	Click the scrollbar.
24.	Continue to review all comments for each day and Hours Type.
25.	Click the scrollbar.
26.	If any details in the timecard are incorrect and require revision, click the **Reject** button. The timecard will be returned to the associate.
27.	The *Worklist* page is displayed again. Continue approving any remaining timecards. Once finished, click the **Home** link.
28.	**This topic covered:** - Approving timecards **End of Procedure.**