

Managers Approving Timecards

When you log in, your employees that you are approving will show on your home page.

1. Select employees Name and open Timecard through Drop-down menu on Top Right Corner

The screenshot shows the Genies HR system interface. At the top, there's a navigation bar with 'Genies', 'Reconcile Timecard', 'Loaded 11:33AM', 'Current Pay Period', 'All Home', and 'Edit'. Below the navigation bar are icons for 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', and 'Approval'. The main area is a table with columns: Name, Depart..., Unexcu... Absence, Managers Who Approved Timecard, Missed Punch, Early In, Late In, Early Out, Late Out, Short Break, Long Break, Unsched Hours, Overtime Hours, Totals Up To Date, and Employee Approval. A dropdown menu is open on the right, showing options like 'Audits', 'Rule Analysis', 'People Editor', 'My Audits', 'My Timecards', 'Timecards' (highlighted with a red circle), 'Exceptions', and 'Go to workspace'.

2. Select "Enter Pay Code" and select ETP/Holiday

The screenshot shows the 'Enter Pay Code' dialog box with options: 'Hours Worked', '<Enter Pay Code>', 'Schedule', and 'Daily Total'. An arrow points to the resulting 'Pay Code' table, which has columns for 'Pay Code', 'Transfer', and 'Hours'. The table shows 'Hours Worked' with 8.0 hours, 'ET P' with 8.0 hours, and 'Daily Total' with 16.0 hours.

3. Add the hours needed to the days you
 - a. used ETP/Holiday

Pay Code	Transfer	Sun 12/10	Mon 12/11
Hours Worked			8.0
ET P			8.0
<Enter Pay Code>			
Schedule			8:30AM-4:30PM
Daily Total			16.0

Note: There is too many hours in the total! Must erase one

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4. Erase the pre-populated hours so that
 - a. the total amount of hours is equal to a
 - b. typical work day

Pay Code	Transfer	Sun 12/10	Mon 12/11
Hours Worked			
P			8.0
<Enter Pay Code>			
Schedule			8:30AM-4:30PM
Daily Total			8.0

Note: This is a correct amount of hours for this employee

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5. Click Save!
 6. Click approve!

***To deduct Holiday hours: ***

1. Follow steps 1-2 above
2. Enter -8.0 hours
3. Check that total hours match correct amount of hours worked
4. Click Save!