

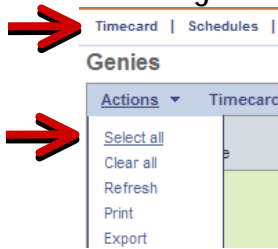
eTime Manager Quick Reference Guide

Pre-Approval Checklist

Default Genie

- Verify employee approval. Employee approved timecards will have a level 1 approval in the Approval Code column.
- Review Pay Period Hours and check worked hours vs. non-worked hours.

Reviewing All Timecards



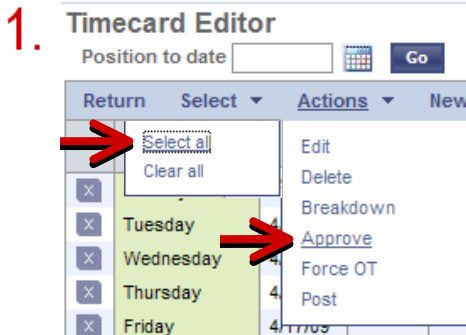
1. From the Genie click Actions, then Select All
2. Click Timecard
3. Use the forward arrow button to scroll through employees



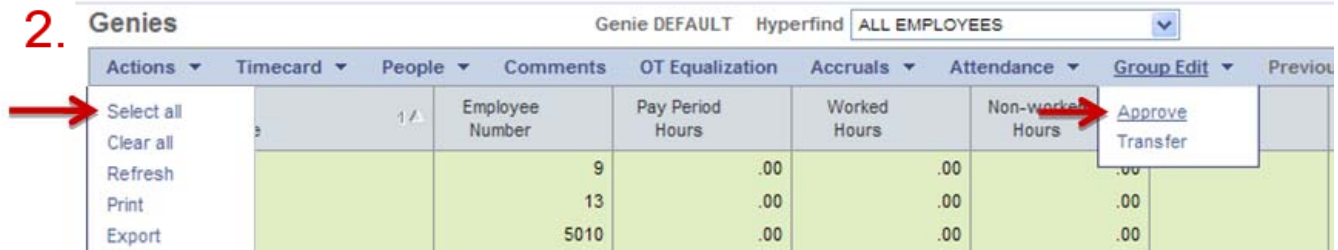
While in each timecard, review:

- Durations
- Accounting Units
- Non-Worked pay codes
- Comments

Approval



1. To approve a single timecard from within the Timecard Editor screen click Select, Select All to highlight all of the time records, then click Actions, Approve.
2. To approve all timecards from the Genie, click Actions, Select All to highlight all of the employees. Then click Group Edit, Approve.



Once the timecard is manager-approved, the Approval Level will change from 1 (employee approval) to 3, and the employee will no longer have the ability perform edits to the approved time records.