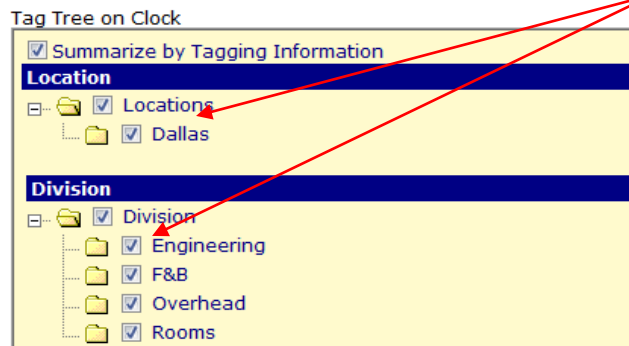


Objectives & Benefits

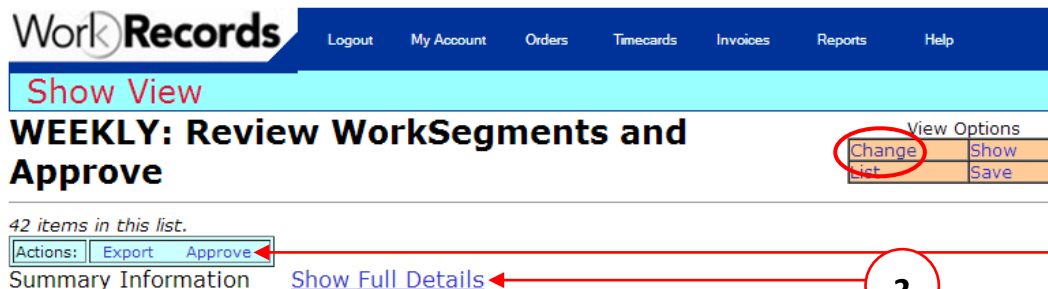
Effectively use WorkRecords to review, edit and approve TimeCards so you are presented with accurate invoices.

Instructions

- Go to **Reports>Views>My Views** and select **WEEKLY: Review WorkSegments & Approve TimeCards**, then:
 - Select the **Work Date Range**. (eg: for week-ending Friday 1/25/13, the Work Date Range is Saturday-Friday, 1/19/13 - 1/25/13)
 - Select **Tag Tree on Clock** options for your location, division, or department(s).
 - Click on **Generate View** at the bottom.
 - Use the Summary Report for an overview of your data and note anything that may be off base. (for example: Why are there four life-guard WorkSegments in February when the hotel pool is closed?)



If you are reviewing segments only for specific departments, sub-departments or job activities, etc., you can narrow your search further by clicking **Change** in the View Options box and then selecting or deselecting additional tagging criteria and/or field selectors.



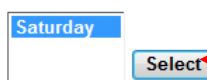
- If you need to review workers' activity once more before approval, you can click on **Show Full Details**. If you don't see workers listed you are expecting, then a best practice is to broaden your search selections beyond your department in case the worker punched in incorrectly.

- Click **Approve** in the **Actions** section.

- First you must click on the **correct week ending day** (Friday, Saturday, etc.) in the list provided and click **Select**.

*You have initiated the weekly timecard approval process.
To continue approving timecards, select the week-ending date below. To return to the view, click Cancel.*

The order confirmations selected on the previous screen have the following week-ending day(s) Please select the appropriate day for your location and click Select to continue.



- From the pull down list you'll see after that, select your **week-ending date** you want to approve and click on **Select**.
Note: It is a best practice to always wait until the week-ending is completely over before approving time.

Select which week-ending to work with. 2/9/2013 **Select**

6. On the final page be sure to review the following items carefully:

- | | |
|--------------------------------------|---------------------------------------|
| A. Total Daily Hours for each worker | D. AddOn billing items |
| B. Shift selected | E. Total Weekly Hours for each worker |
| C. WorkGroup(s) selected | |

A summary box on the upper left shows the total number of worker TimeCards listed and if all the TimeCards can be selected for approval. A worker's time is not "approvable" if the worker is listed as *On Clock* (maybe because they forgot to check out) so before you approve TimeCards, click **Edit** and any appropriate changes.

Week Ends on: Saturday
Time Card Week: 2/3/2013 - 2/9/2013

4 workers on this list. 3 are selectable.
3 currently selected.

	<input checked="" type="checkbox"/>	Terminate	Contractor Name	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Shifts	Work Groups	Total	Comments
Info Edit	<input checked="" type="checkbox"/>	No	Alvarado, Ruben		7.6	7.35	6.5	6.75	9		S1:37.2	Dishwasher AM:28.2 ORA:9	37.20	
Info Edit	<input checked="" type="checkbox"/>	No	Concord, Marie		7.6	7.52	7.18	4.25			S1:26.55	Housekeeper AM:26.55	26.55	

Save All Hours
Approve Checked Timecards
Cancel

If you don't see a specific worker in the list, refer to Troubleshooting Tips at the bottom of this page.

7. Click **Approve Checked TimeCards** to complete the approval process. If you have made changes and determined you are not ready to approve the TimeCards, click **Save All Hours** instead.

Best Practice Recommendation: Rerun the *WEEKLY: Review WorkSegments & Approve TimeCards* view after you've completed approvals to ensure you did not miss any WorkSegments. If the report is empty with no results, all of your workers' time was approved.

Troubleshooting Tips

If a specific worker is not listed in the approval report, they either did not check in at all or the worker selected the wrong job activity (Working At) at the kiosk.

To find a worker, go to *Reports> Views> My Views> Find A Worker* then,

- Change the **date** to the week-ending date you want to review.
- Use the **Field Selectors** to select **Worker Name**, enter a portion of the worker's first or last name.
- Click **Generate View**.
- Click **Info>Edit TimeCard** next to the worker's name and make the necessary adjustments.

If the worker's name does NOT appear, contact the Labor Supplier to have them enter an Order Confirmation.