Approving your Timecard in ADP® Time & Attendance

Approving Your Timecard

Approve and remove approval from your timecard.

Approving Your Timecard via ADP® Mobile Solutions

Approve and remove approval from your timecard with the Mobile application.

Approving Your Timecard

1. Click **My Timecard.**
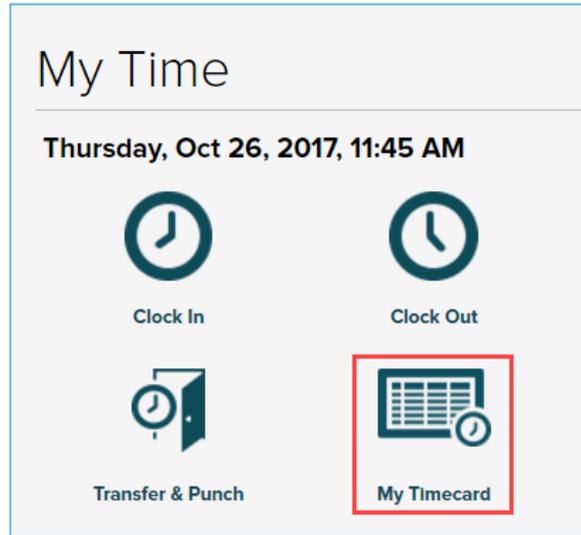
2. Review and confirm the information is accurate. Then, click **Approve Timecard.**

My Timecard

| Current Pay Period | 7/1/2017 | 7/31/2017 | Q FIND | | | | | APPROVE TIMECARD |

| ≡ Timecard | Totals | Schedule |

	WEEK 1	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	▾	REGULAR	OVERTIME	DOUBLETIME	
≡	Sat 07/01	-		0.00	200		0.00	0.00	0.00	0.00	
≡	Sun 07/02	-		0.00	200		0.00	0.00	0.00	0.00	
						WEEK 1 TOTALS	0.00	0.00	0.00	0.00	
	WEEK 2	IN - OUT	PAY CODE	HOURS	DEPARTMENT	DAILY TOTALS	▾	REGULAR	OVERTIME	DOUBLETIME	
≡	Mon 07/03	08:30 AM - 04:00 PM		7.50	200		7.50	7.50	0.00	0.00	
≡	Tue 07/04	08:30 AM - 04:00 PM		7.50	200		7.50	7.50	0.00	0.00	
≡	Wed 07/05	08:30 AM - 04:00 PM		7.50	200		7.50	7.50	0.00	0.00	
≡	Thu 07/06	08:30 AM - 04:00 PM		7.50	200		7.50	7.50	0.00	0.00	
≡	Fri 07/07	08:30 AM - 04:00 PM		7.50	200		7.50	7.50	0.00	0.00	
≡	Sat 07/08	-		0.00	200		0.00	0.00	0.00	0.00	
≡	Sun 07/09	-		0.00	200		0.00	0.00	0.00	0.00	
						WEEK 2 TOTALS	37.50	37.50	0.00	0.00	

3. Click **Approve.**

Approve Timecard

You are about to approve your timecard from 7/1/2017 to 7/31/2017.

This approval is for both Time pair and Supplemental Pay Codes. Do you want to continue?

APPROVE   Cancel
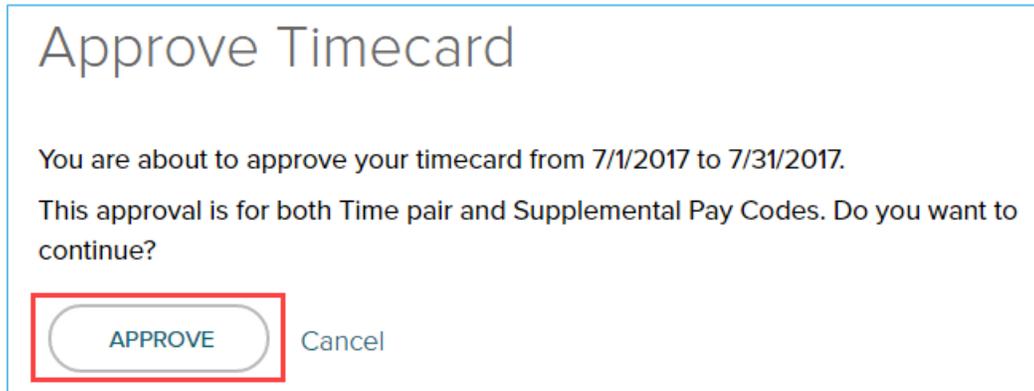
4. Point to the Approved button to see an approval timestamp.

Approved on 10/26/2017 at 11:50 AM.   ✔ APPROVED   ⌄
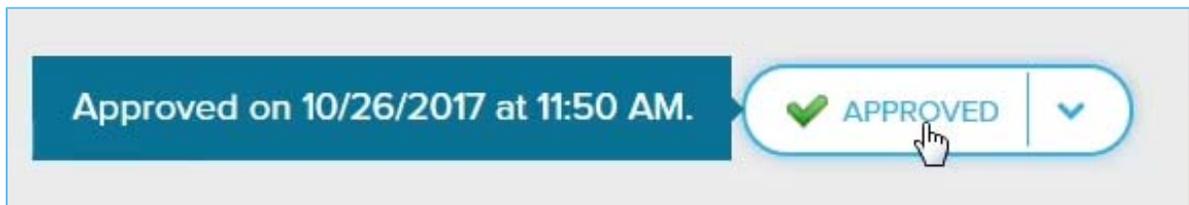
5. To remove the approval, click the drop-down arrow and then click **Remove Approval.**

✔ APPROVED   ⌄

Remove Approval
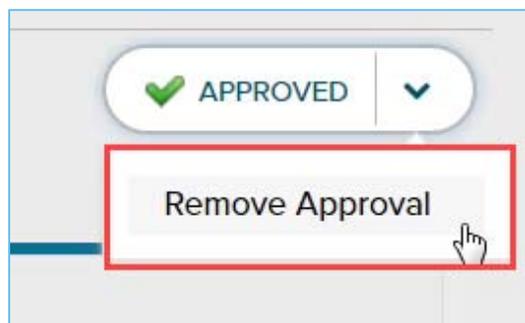
Approving Your Timecard via ADP Mobile Solutions

1. Log in to ADP Mobile. Scroll down to **Timecard** and tap **View Details**.
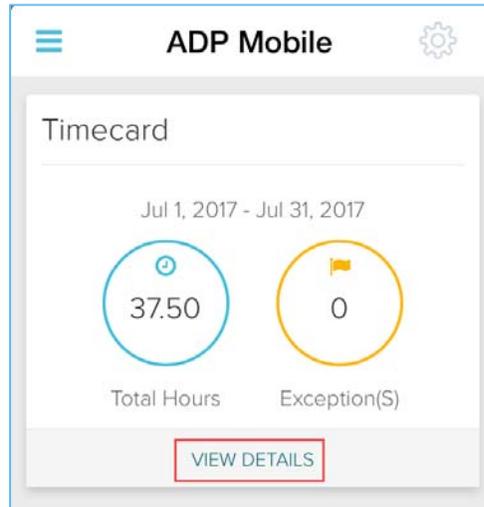
2. Review and confirm the information is accurate, and then tap **Approve Time Sheet**.
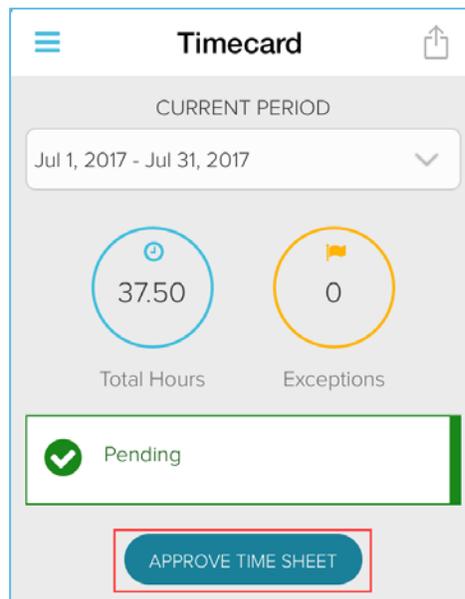
3. Tap **OK**.

Approve Timecard

This approval is for both Time pair and Supplemental Pay Codes. Do you want to continue?

OK

CANCEL

4. Once the refresh is completed, tap **OK**.

Updating Timecard

Timesheet has been Approved

Refreshing data

Updating Timecard

Time Card has been updated.

OK
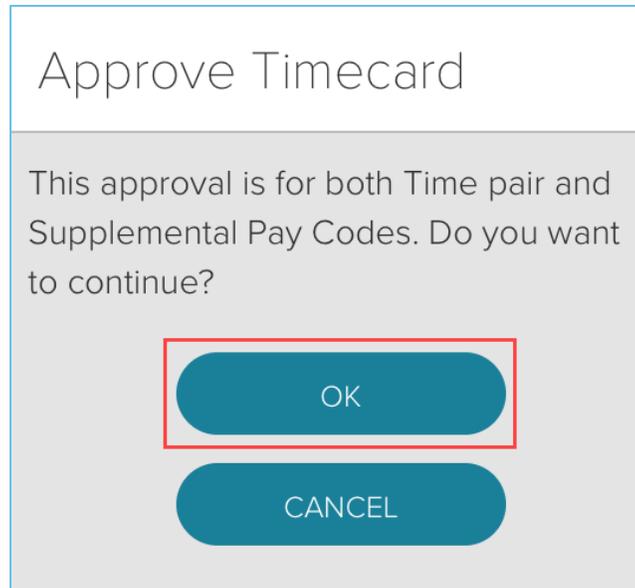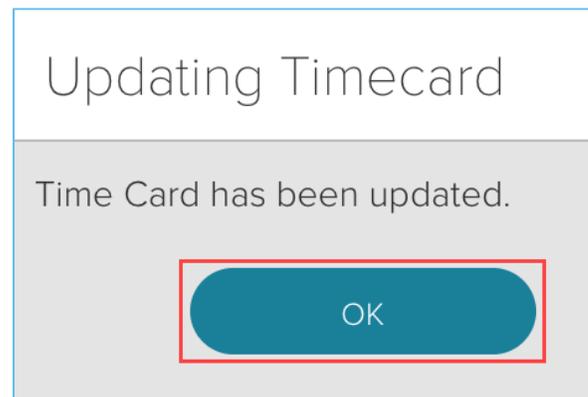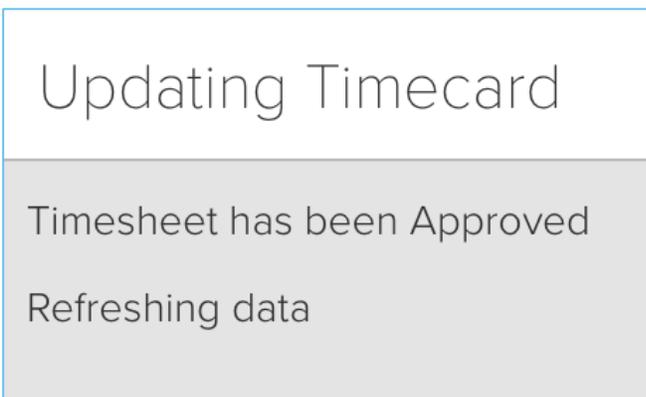
5. To remove the approval, tap **Unapprove Time Sheet**.

6. Once the refresh is completed, tap **OK**.