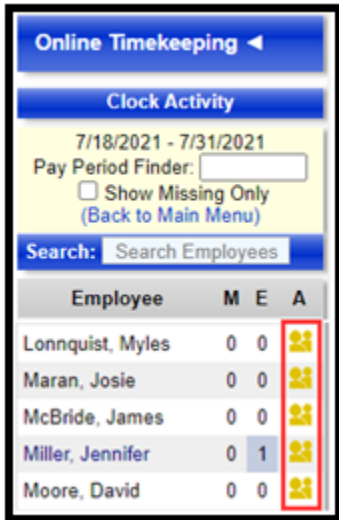







Go to: helpside.com -> Employer -> Timeclock

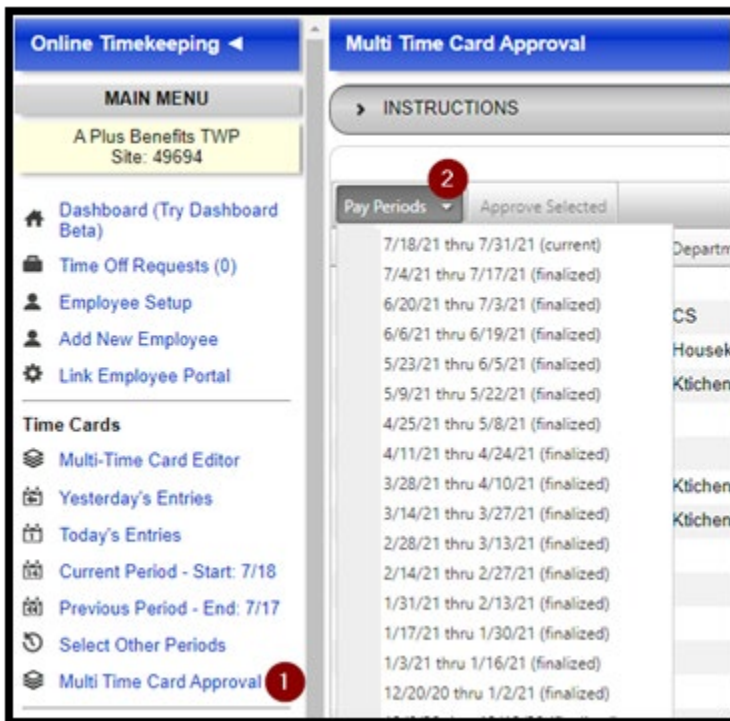
Time cards that need approval will display a yellow icon next to the employee name. Example below:



Employee	M	E	A
Lonnquist, Myles	0	0	
Maran, Josie	0	0	
McBride, James	0	0	
Miller, Jennifer	0	1	
Moore, David	0	0	


Step 1: Under "Time Cards" select **Multi Time Card Approval**.

Step 2: Choose **Pay Periods**.



Multi Time Card Approval

INSTRUCTIONS

Pay Periods  Approve Selected

Pay Period	Department
7/18/21 thru 7/31/21 (current)	
7/4/21 thru 7/17/21 (finalized)	
6/20/21 thru 7/3/21 (finalized)	
6/6/21 thru 6/19/21 (finalized)	CS
5/23/21 thru 6/5/21 (finalized)	Housek
5/9/21 thru 5/22/21 (finalized)	Kitchen
4/25/21 thru 5/8/21 (finalized)	
4/11/21 thru 4/24/21 (finalized)	
3/28/21 thru 4/10/21 (finalized)	Kitchen
3/14/21 thru 3/27/21 (finalized)	Kitchen
2/28/21 thru 3/13/21 (finalized)	
2/14/21 thru 2/27/21 (finalized)	
1/31/21 thru 2/13/21 (finalized)	
1/17/21 thru 1/30/21 (finalized)	
1/3/21 thru 1/16/21 (finalized)	
12/20/20 thru 1/2/21 (finalized)	

Step 3: Select all time cards or select time cards for specific employees.

- To select all time cards, check the box next to **Employee Name**.

The screenshot shows the 'Multi Time Card Approval' interface. At the top, there is a blue header with the title. Below it is a grey bar with 'INSTRUCTIONS' and a right-pointing arrow. Underneath is a white bar with 'Time Card Summary'. Below that is a control bar with 'Periods' (a dropdown menu) and 'Approve Selected'. The main area is a table with three columns: 'Employee Name', 'Department', and 'Employee Approved'. The first column has a blue checkmark in a box next to each employee name. A red circle with the number '3' is positioned to the left of the 'Periods' dropdown.

<input checked="" type="checkbox"/>	Employee Name	Department	Employee Approved
<input checked="" type="checkbox"/>	Krauss, Alison		
<input checked="" type="checkbox"/>	Lonnquist, Myles		
<input checked="" type="checkbox"/>	Maran, Josie		
<input checked="" type="checkbox"/>	McBride, James		
<input checked="" type="checkbox"/>	Miller, Jennifer		
<input checked="" type="checkbox"/>	Moore, David		

- To select time cards for specific employees, check the box next to those employee's names.

The screenshot shows the 'Multi Time Card Approval' interface. At the top, there is a blue header with the title. Below it is a grey bar with 'INSTRUCTIONS' and a right-pointing arrow. Underneath is a white bar with 'Time Card Summary'. Below that is a control bar with 'Pay Periods' (a dropdown menu) and 'Approve Selected'. The main area is a table with three columns: 'Employee Name', 'Department', and 'Employee Approved'. The first column has a blue checkmark in a box next to 'Miller, Jennifer' and a red circle with the number '3' next to 'McBride, James'. All other checkboxes are empty.

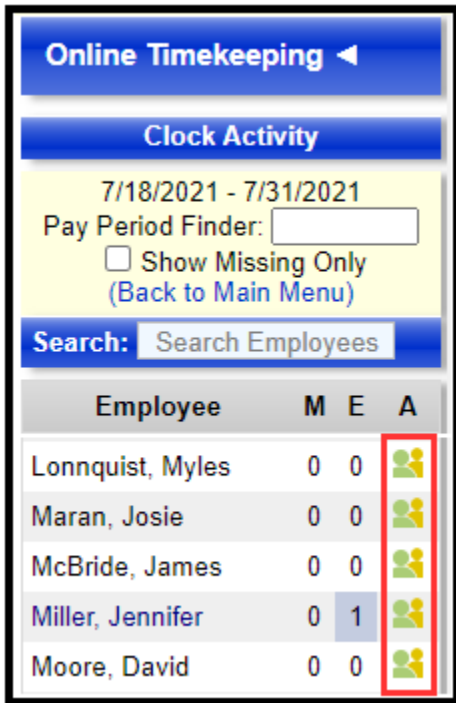
<input type="checkbox"/>	Employee Name	Department	Employee Approved
<input type="checkbox"/>	Krauss, Alison		
<input type="checkbox"/>	Lonnquist, Myles		
<input type="checkbox"/>	Maran, Josie		
<input type="checkbox"/>	McBride, James		
<input checked="" type="checkbox"/>	Miller, Jennifer		
<input type="checkbox"/>	Moore, David		

Step 4: Click **Approve Selected**.





The screenshot shows the 'Multi Time Card Approval' interface. At the top, there is a blue header with the title. Below it is a grey bar with 'INSTRUCTIONS' and a right-pointing arrow. Underneath is a white bar with 'Time Card Summary for 7/18/2021 - 7/31/2021 Pay Period'. Below that is a control bar with 'Pay Periods' (a dropdown menu) and 'Approve Selected'. A red circle with the number '4' is positioned over the 'Approve Selected' button. The main area is a table with three columns: 'Employee Name', 'Department', and 'Employee Approved'. The first column has a blue checkmark in a box next to each employee name.

<input checked="" type="checkbox"/>	Employee Name	Department	Employee Approved
<input checked="" type="checkbox"/>	Krauss, Alison		
<input checked="" type="checkbox"/>	Lonnquist, Myles		
<input checked="" type="checkbox"/>	Maran, Josie		
<input checked="" type="checkbox"/>	McBride, James		
<input checked="" type="checkbox"/>	Miller, Jennifer		
<input checked="" type="checkbox"/>	Moore, David		

Employees with an approved time card will then display a green icon (for the portion of the approval) for that pay period. See an example below:



The screenshot shows the 'Online Timekeeping' interface. At the top, there is a blue header with 'Online Timekeeping' and a left arrow. Below this is a 'Clock Activity' section with a date range of '7/18/2021 - 7/31/2021', a 'Pay Period Finder' input field, and a checkbox for 'Show Missing Only' with a link '(Back to Main Menu)'. A search bar labeled 'Search: Search Employees' is also present. The main content is a table with columns 'Employee', 'M', 'E', and 'A'. The 'A' column contains green person icons, which are highlighted by a red box in the image. The table lists five employees: Lonnquist, Myles; Maran, Josie; McBride, James; Miller, Jennifer; and Moore, David. The 'M' and 'E' columns show counts for each employee.

Employee	M	E	A
Lonnquist, Myles	0	0	
Maran, Josie	0	0	
McBride, James	0	0	
Miller, Jennifer	0	1	
Moore, David	0	0	