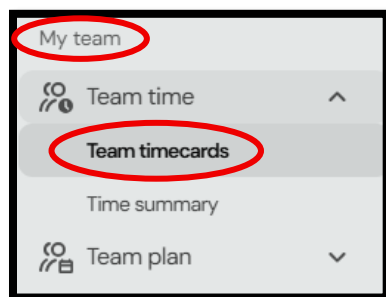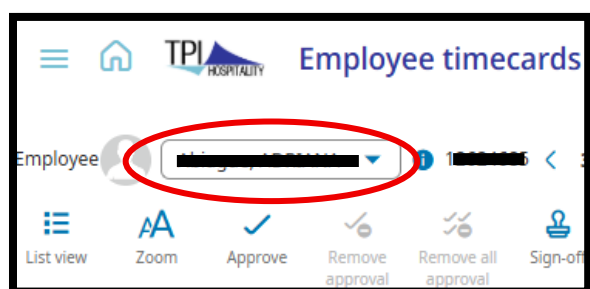# HOW TO APPROVE INDIVIDUAL TIMECARDS

<mark>Timecards should not be approved until the pay period ends. Only approve one timecard at a time.</mark>
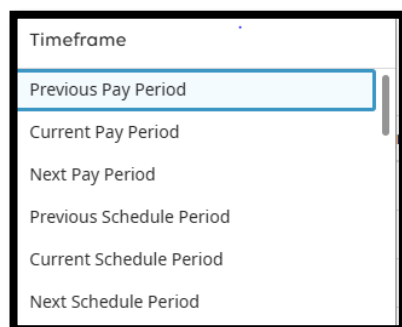
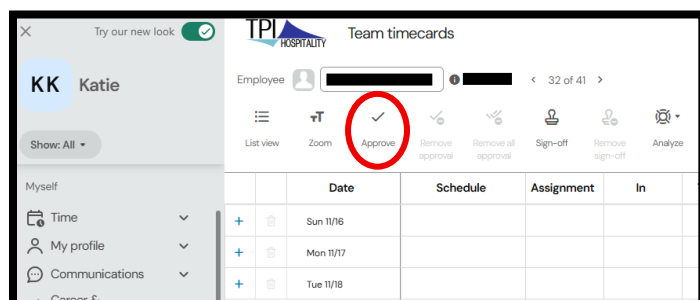**My Team > Team Timecards**

- From the **Team Timecards** page, select the name of the employee you want to approve

- Select the **Select Timeframe** icon to choose the timeframe you want to view (ex. previous pay period)

- Review the timecard and select **Approve** (the timecard can no longer be edited unless the approval is removed). The timecard will change from white to light purple once approved.