uAttend Instructions for Supervisors

Logging into the website
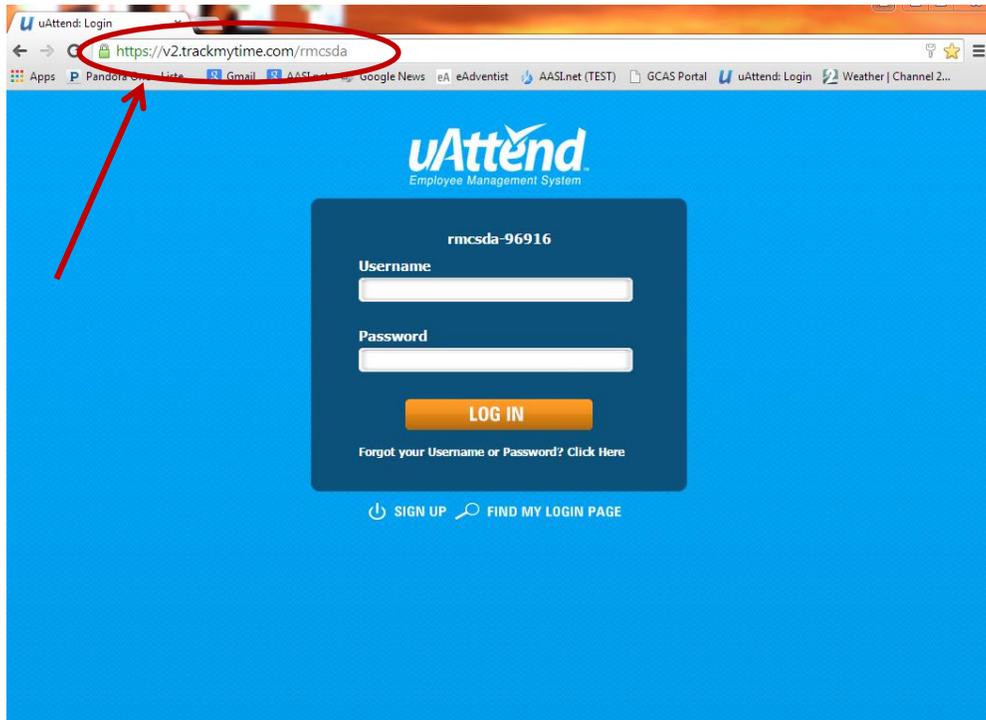
This will be your home page.

This is where you go to approve timecards
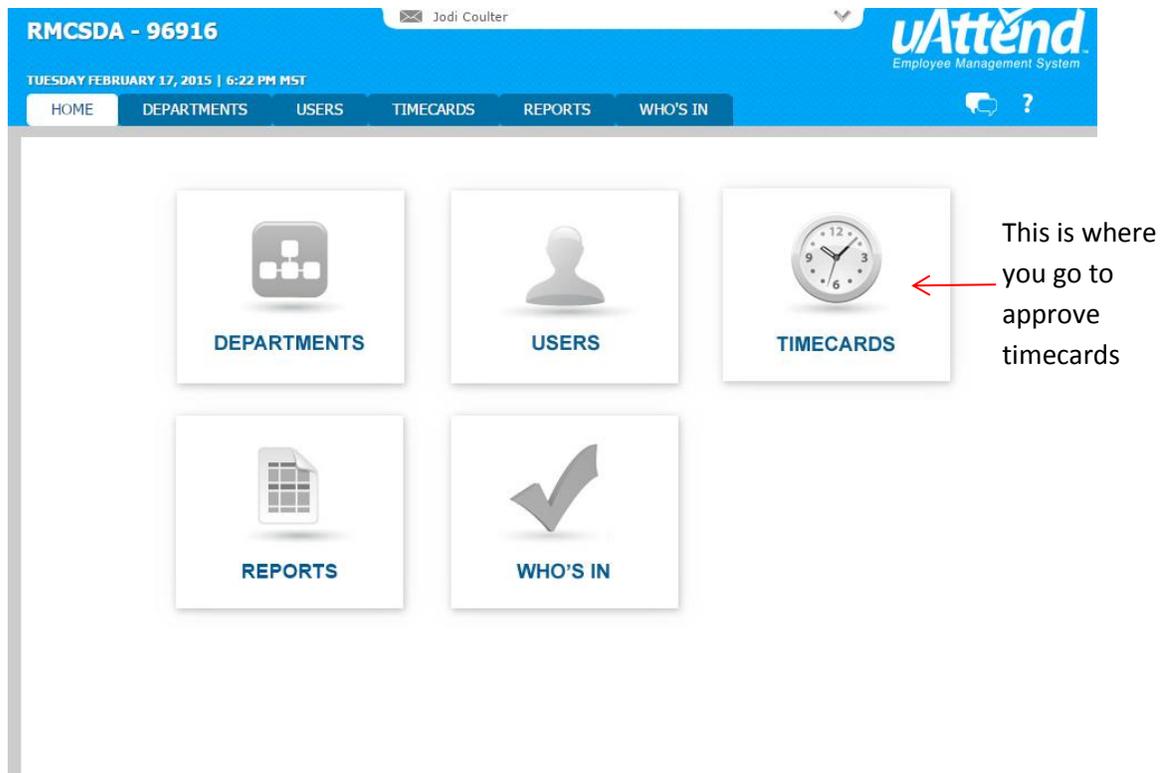
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You can only approve timecards for employees that have already approved their time. You can approve timecards by clicking the checkbox and then clicking the yellow APPROVE SELECTED TIMECARDS button.

If you wish to review an employee's timecard before approving it, click on their name to view the timecard. You may have to click on the < > buttons to view the correct pay period.

To view
timecard

To change pay
periods.

To see what notes the employee may have included on their timecard, click SHOW NOTES in the far right hand column.

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To approve the timecard after viewing it, scroll down to the bottom and click **APPROVE TIMECARD**. You can also click **PRINT** to print a copy of the timecard for your records.

If you need to make changes after approving, click **UNAPPROVE TIMECARD**.

To log out, go to the top of your screen and click the down arrow next to your name. It will drop down to show you the Logout option.