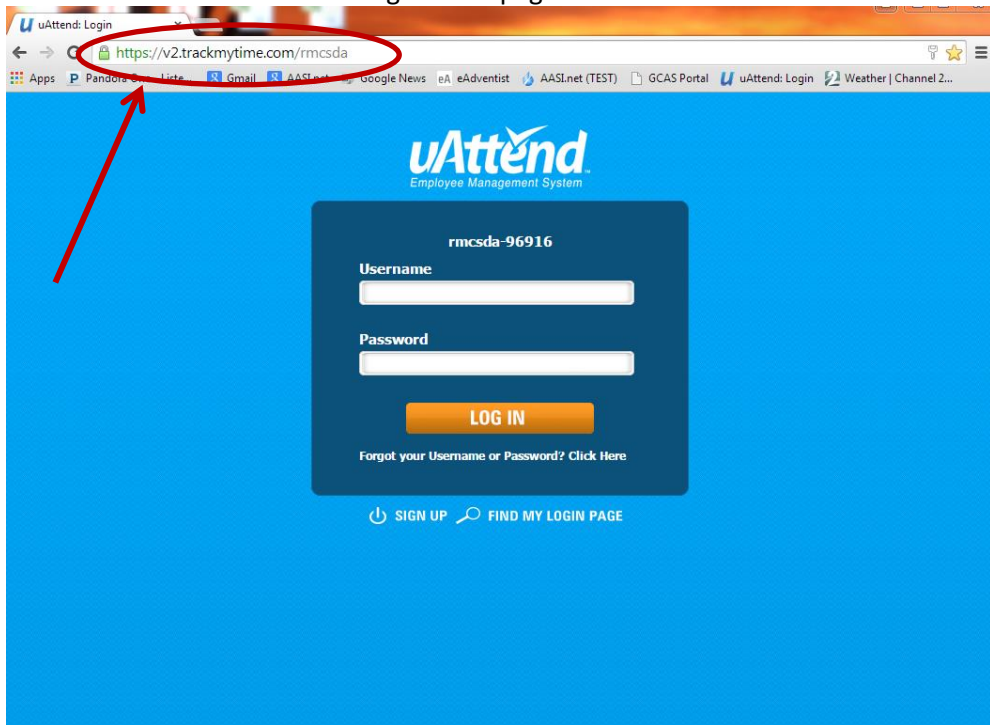
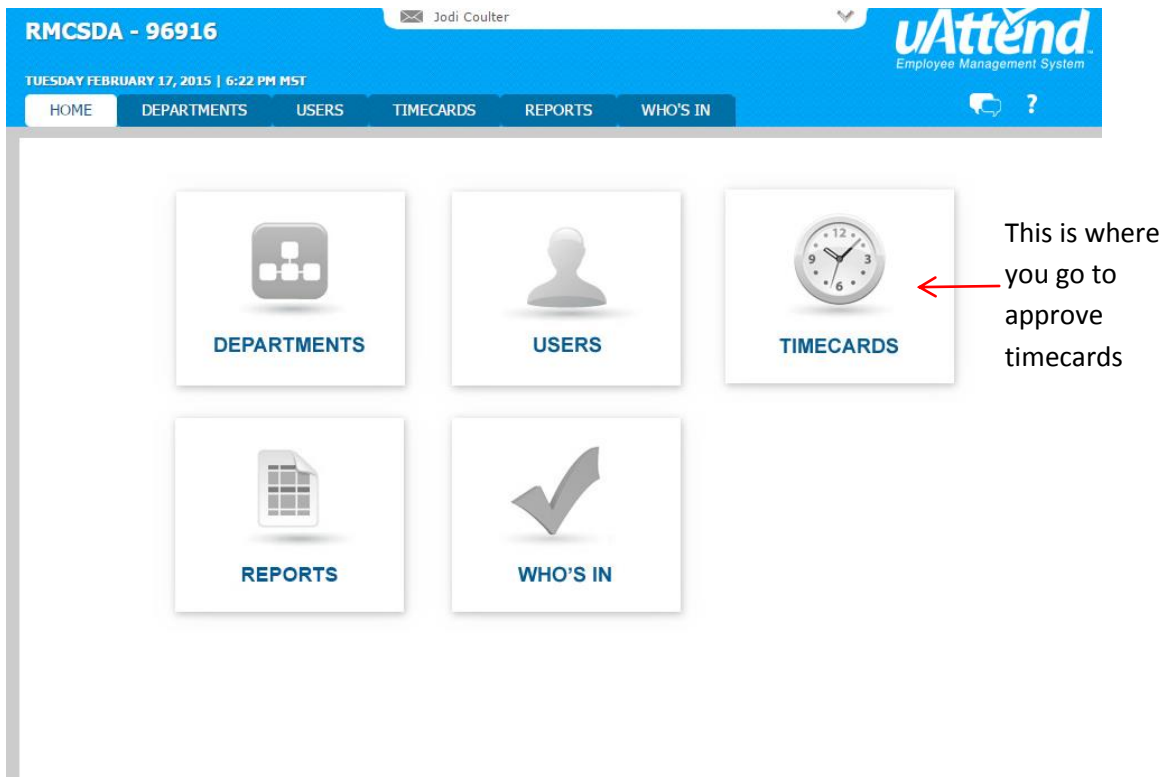


Ingrese a lapagina web



Esta sera su pagina principal





Aprobar la tarjeta de tiempo después de ver que , desplácese hasta la parte inferior y haga clic en Aprobar Timecard **APPROVE TIMECARD**. También puede hacer clic en Imprimir **PRINT** para imprimir una copia de la tarjeta de tiempo para sus archivos.

The screenshot shows a timecard for the week of 02/16/15 to 02/19/15. The timecard is currently in a pending approval state. A green checkmark icon is visible next to the text "APPROVED on 2/17/15 @ 6:04 PM MST by Jodi Coulter-4897". Below this, a yellow warning icon is present with the text "This timecard is not yet approved by the Supervisor." At the bottom right, there is a menu of actions: "APPROVE TIMECARD", "PRINT", "EMAIL", "DOWNLOAD", "EXPORT", and "RECALCULATE". Two red arrows are overlaid on the image: one pointing to the "APPROVE TIMECARD" button and another pointing to the "PRINT" button.

Si necesita hacer una cambio depsues de hacer aprobado haga un click **UNAPPROVE TIMECARD**.

This screenshot shows the same timecard interface, but now the timecard is fully approved. The text "APPROVED on 2/17/15 @ 6:04 PM MST by Jodi Coulter-4897" is visible, followed by "APPROVED on 2/17/15 @ 6:37 PM MST by jodic supervisor [Supervisor]". The action menu at the bottom right now includes "UNAPPROVE TIMECARD", "PRINT", "EMAIL", "DOWNLOAD", "EXPORT", and "RECALCULATE". A red arrow points to the "UNAPPROVE TIMECARD" button.

Para salir , ir a la parte superior de la pantalla y haga clic en la flecha hacia abajo junto a su nombre . Será desplegable para mostrar la opción Salir .