

If you are unable to find an employee, please be sure to clear all filters. **“Clear Search”** under the Employee search and/or the **“Reset Filters”** under the Status.

Time Approval  
< Employee

Filter

Search for Employee

Employee Name or ID     Page 1 of 1   Total: 1

**Clear Search**

Pay Cycles

Bi-Weekly

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours
Dho. [REDACTED]							

Page 1 of 1   Total: 1

Status

Submitted \* Both time cards must be in the "submitted" status for this filter to work correctly. If one time card is submitted and one is not complete / no time entered it will not show in filtered results.

Not Complete ⓘ

No Time Entered ⓘ

Approved ⓘ

Rejected ⓘ

**Reset Filters**