

Approving time

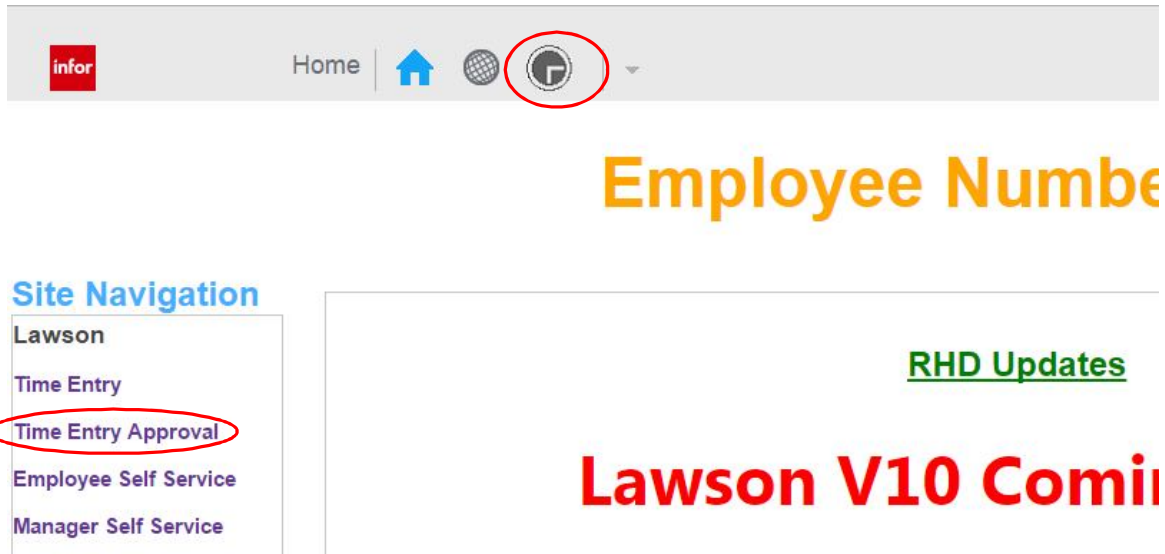
Once you are logged into Okta, click on the Lawson chiclet.

The first time you use the Lawson chiclet, you will have to enter:

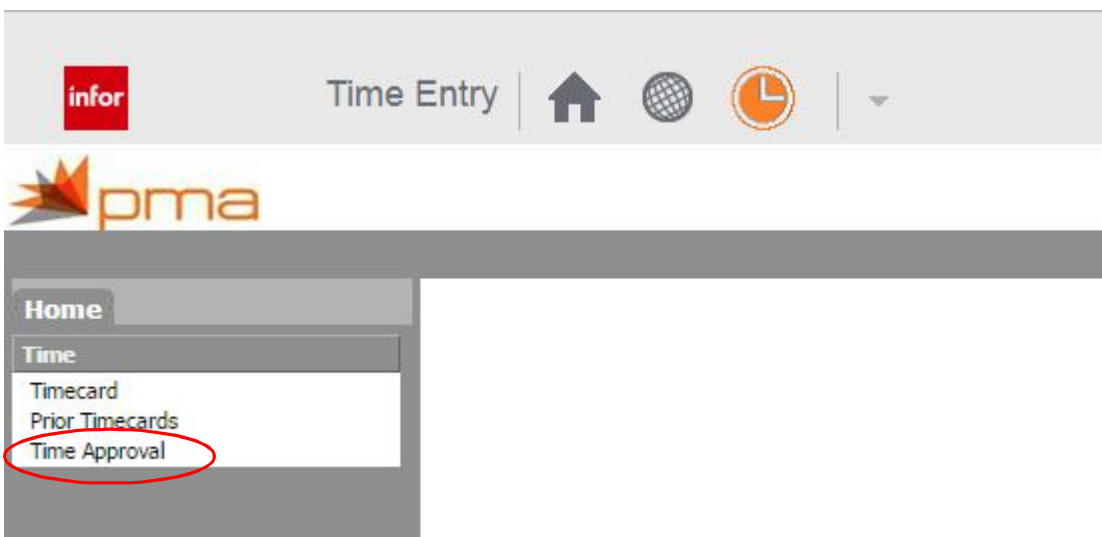
User name = Network ID (usually firstname.lastname)

Password = will be the same as your Network/Email password

- 1) Click on Time Entry Link on Left OR the clock on top of the screen



- 2) Click on time and then timecard:



All employee timecards to be approved will show under Time, then Time Approval.
 Approval would be done by selecting Approve or Reject on the time approval screen.

Timecard Approval Your name will show here

Reset [] [] [] Save

Home Region

Approve

Timecards

- Proxy Timecards
- All Timecards
- Incomplete Timecards
- Proxy Incomplete Timecards
- All Incomplete Timecards

Filter Criteria

Resource Name

Reported After

Activity Code

Activity Description

Status

Filter

Resource Begin Date - End Date

25-Sep-2016 - 08-Oct-2016

Basic Summary (Click to view Payroll Summary)

Timecard Payroll Status = Not Submitted

Timecard Project Status = N/A

Total Timecard Hours = 75.00

Current Balances

- Holiday 0.00
- Sick 10.46
- Sick Bank 22.50
- Vacation 149.40

Report Date	Hours	Code	Add Info	Unit	Comment	Error	Approve	Reject	Pay Status	Project Status
26-Sep-2016	7.50	Salary		---			<input type="checkbox"/>	<input type="checkbox"/>	Submitted	N/A
	7.50	Salary		---			<input type="checkbox"/>	<input type="checkbox"/>	Submitted	N/A
27-Sep-2016	7.50	Salary		---			<input type="checkbox"/>	<input type="checkbox"/>	Submitted	N/A
	7.50	Salary		---			<input type="checkbox"/>	<input type="checkbox"/>	Submitted	N/A
28-Sep-2016	7.50	Salary		---			<input type="checkbox"/>	<input type="checkbox"/>	Submitted	N/A
	7.50	Salary		---			<input type="checkbox"/>	<input type="checkbox"/>	Submitted	N/A
29-Sep-2016	7.50	Salary		---			<input type="checkbox"/>	<input type="checkbox"/>	Submitted	N/A
	7.50	Salary		---			<input type="checkbox"/>	<input type="checkbox"/>	Submitted	N/A
30-Sep-2016	7.50	Salary		---			<input type="checkbox"/>	<input type="checkbox"/>	Submitted	N/A
	7.50	Salary		---			<input type="checkbox"/>	<input type="checkbox"/>	Submitted	N/A
03-Oct-2016	7.50	Holiday		---			<input type="checkbox"/>	<input type="checkbox"/>	Submitted	N/A
	7.50	Holiday		---			<input type="checkbox"/>	<input type="checkbox"/>	Submitted	N/A
04-Oct-2016	7.50	Salary		---			<input type="checkbox"/>	<input type="checkbox"/>	Submitted	N/A
	7.50	Salary		---			<input type="checkbox"/>	<input type="checkbox"/>	Submitted	N/A
05-Oct-2016	7.50	Salary		---			<input type="checkbox"/>	<input type="checkbox"/>	Submitted	N/A