

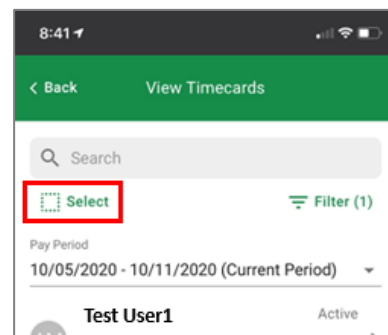
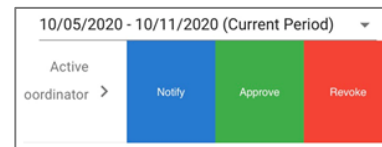
Manager Approve Timecards

QUICK REFERENCE GUIDE

Managers

Using MANAGER ON-THE-GO

1. Launch the mobile App.
2. Select **Manager on-the-Go**. If you don't see it, select **Account > Manager on-the-Go**.
3. Select **View timecards**.
 - a. Approve individually by swiping left to see actions to take.
 - b. Approve several at one using the **Select** option.



Using the PAYCOM WEBSITE

1. Navigate to the Paycom [website](#).
2. Navigate **Time Management > Timecard Search**
3. Check **Display Totals and Approvals**
4. Select **Pay Period**. Leave the Selected Period at the '(Current Period).'
5. Select the records you want to approve
 - a. Use the Predefined Filters, Customer Filters, or Search to assist if necessary
6. Click the **Actions** button and select the batch action.

