

HOW TO APPROVE A TIMECARD

Log into Cougar Manager using your NetID and password

1. Click on Timecard

WASHINGTON STATE UNIVERSITY

Home Utilities **Timecard** Admin Help IT Services Logout

MINIMUM WA

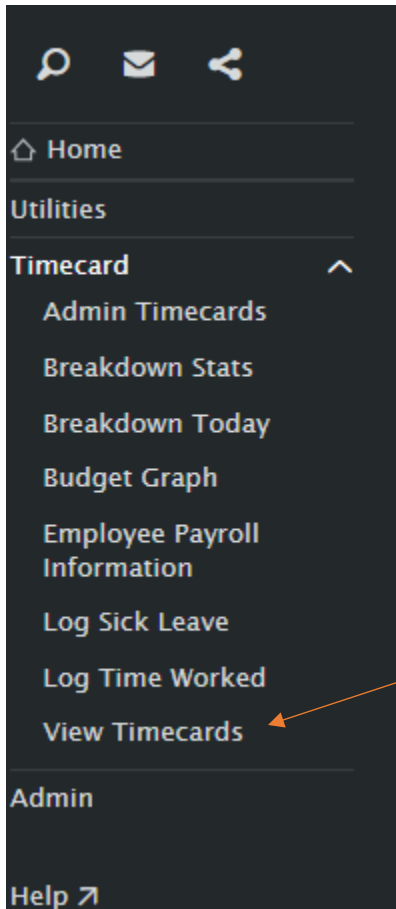
Effective January the new pay rate. patience!
by: [Melissa Whitney](#)
[Comments 0](#)

HOURS DUE

REMINDER: Time employee prior to next open pay cycle
by: [Melissa Whitney](#)
[Comments](#)

IMPORTANT

2. Click on View Timecards



the new pay rate. We
patience!

by: [Melissa Whitney](#)

[Comments](#) 0

HOURS DUE ON

REMINDER: Time repo
employee prior to the
next open pay cycle. S

by: [Melissa Whitney](#)

[Comments](#)

IMPORTANT: DE

Due to a short turnar

3. Click on View of the timecard you wish to sign.

Aparicio-Chagolla, Adri	AS	AS 3031-6799	3.75	View
Appel, Sarah		CAHNRS 2190-0004	3.33	View
Arntzen, Sheridan		BC 2101-8025	1.00	View

4. Review the employees time sheet. Once that is completed scroll to the bottom of the page and click Sign Timecard.

Tags: //

SUNDAY, FEBRUARY 17, 2019

Start	End	Duty	Location	Pay Rate	Quantity	Earned
2:00 AM	1:50 AM	AS 2165-0001	AS	\$12.50	1.83	\$22.92

Description: //

Tags: //

[PRINTABLE VIEW](#) 7.75 HOURS @ \$12.50 PER HOUR = \$96.88

Time Cards	Employee Signed	Supervisor	Supervisor Signed	Position	Pay Rate	Time Units
129308	2/17/2019 2:27:32 AM			1240_Merk_2165-0001	12.50	7.75 hrs

As a supervisor you may sign the submitted electronic timecard(s). Please review all breakdown entries before clicking 'Sign Timecard(s)'.

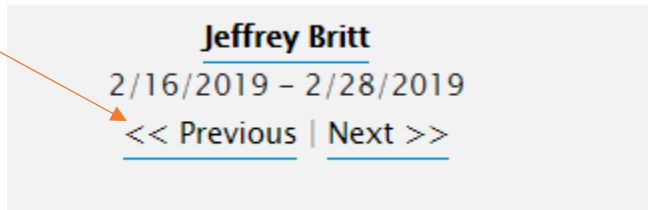
If there are any problems with the timecard(s), you may send it(them) back to the employee; they will receive an email with your description. To do so click 'Send Back'.

Please Note:

- You will not be able to sign a timecard if the employee has not submitted it
- You will not be able to sign a timecard that has been signed off by another supervisor or if an affiliate has inadvertently signed it

Please review previous pay periods to ensure that all time reports have been signed; this can be done one of 2 ways.

1. Once the time report is open for an individual employee you can click on previous and it will bring up previous pay periods for that employee only.



2. If you need to review all your employees' timecards, use the drop-down menu from the View Timecards page. Be patient, it takes a bit for the new time period to populate.

View Timecards

View timecards in your organization for the selected pay period

Pay Period View period ranging from:

- Show cards without time.
- Hide cards Employees have signed
- Hide cards Supervisors have signed
- Show Subordinates only