HOW TO APPROVE A TIMECARD

Log into Cougar Manager using your NetID and password

1. Click on Timecard
2. Click on View Timecards

REMINDER: Time reports are due for all employees prior to the next open pay cycle.

3. Click on View of the timecard you wish to sign.
4. Review the employees time sheet. Once that is completed scroll to the bottom of the page and click Sign Timecard.

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

**SUNDAY, FEBRUARY 17, 2019**

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
<th>Duty</th>
<th>Location</th>
<th>Pay Rate</th>
<th>Quantity</th>
<th>Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:00 AM</td>
<td>1:50 AM</td>
<td>AS 2165-0001</td>
<td>AS</td>
<td>$12.50</td>
<td>1.83</td>
<td>$22.92</td>
</tr>
</tbody>
</table>

**7.75 HOURS @ $12.50 PER HOUR = $96.88**

**Time Cards**

<table>
<thead>
<tr>
<th>Employee Signed</th>
<th>Supervisor</th>
<th>Supervisor Signed</th>
<th>Position</th>
<th>Pay Rate</th>
<th>Time Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>129108</td>
<td>1240_Merk_2165-0001</td>
<td>12.50</td>
<td>7.75 hrs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 back to the employee; they will receive an email with your description. To do so click 'Send Back'.
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