

## SUMMARY

### Timesheet Approval Process – Client Managers

This guide is to assist the Client Timesheet Approver Manager role in the process of authorizing employee timesheets and adding time entry when needed.

## Overview


The organization or location you can access will be dependent on the employees assigned to you for the approval process.

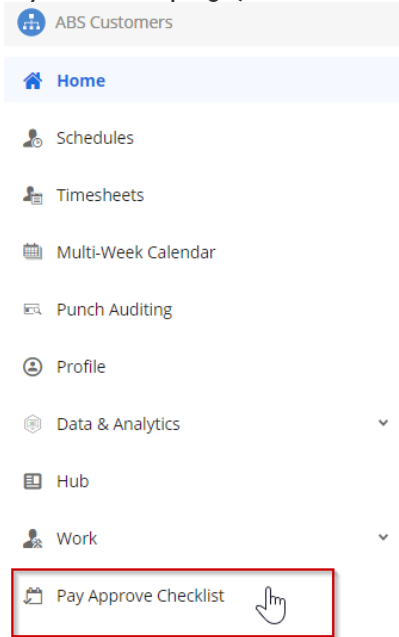
The employees' pay calculations will differ according to state specific compliances. For example: employees in California have meal penalties if they did not take a meal within 5 hours of their shift start or clocked less than 30 mins for meal. For this reason, CA employees are required to clock their meals and breaks. Employees in other states do not clock for meals or breaks.

Overtime pay calculations will also vary by state. For example: in CA, employees receive OT after working 8 hours for the day or at the 40<sup>th</sup> hour for the week. Colorado employees receive OT after the 12<sup>th</sup> hour of the day or at the 40<sup>th</sup> hour for the week. Most other states receive OT after the 40<sup>th</sup> hour of the week. However, Minnesota receives OT after the 48<sup>th</sup> hour of the week.

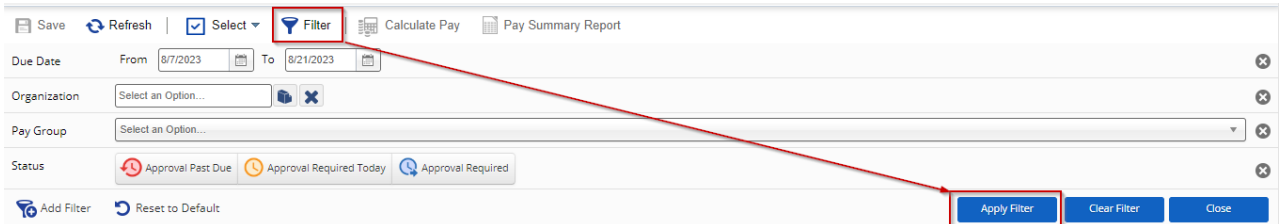
## Pay Approve Checklist – Authorizing

1. Log into Dayforce on your browser (Chrome, Firefox, Safari, Edge, etc.)

2. From your home page, click on the dropdown menu  > Pay Approve Checklist



3. The active time periods will load by default. You can select Filter and narrow this down by pay period or status.



4. Select the Organization name (Your business name).

5. You will now be able to review, edit, and authorize the employees' time entries

SF ReServe | Biweekly - USA (FGA) August 14 - August 27, 2023

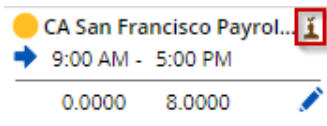
Load Save Filter Sort Favorites Options Undo Redo Authorize Unauthorize Import File Reports Trace

Pay Problems Attendance Balances Audits Punches

Employees	Monday, Aug 14	Tuesday, Aug 15	Wednesday, Aug 16	Thursday, Aug 17	Friday, Aug 18	Total
Employee A	<ul style="list-style-type: none"> <li>CA San Francisco Payroll... (Yellow icon)</li> <li>8:00 AM - 4:00 PM</li> <li>10:00 AM - 10:10 AM</li> <li>12:00 PM - 12:30 PM</li> <li>2:00 PM - 2:11 PM</li> </ul> 0.0000 7.5000					0.0000 7.5000
Employee B	<ul style="list-style-type: none"> <li>CA San Francisco Payroll... (Yellow icon)</li> <li>9:00 AM - 5:00 PM</li> </ul> 0.0000 8.0000					0.0000 8.0000
Employee C	<ul style="list-style-type: none"> <li>CA San Francisco Payroll... (Yellow icon)</li> <li>9:00 AM - 5:00 PM</li> <li>12:45 PM - 1:15 PM</li> </ul> 0.0000 7.5000					0.0000 7.5000
Employee D	<ul style="list-style-type: none"> <li>CA San Francisco Payroll... (Yellow icon)</li> <li>9:00 AM - 5:00 PM</li> <li>10:30 AM - 11:00 AM</li> <li>12:45 PM - 1:15 PM</li> </ul> 0.0000 7.0000					0.0000 7.0000
Employee E	<ul style="list-style-type: none"> <li>CA San Francisco Payroll... (Yellow icon)</li> <li>9:00 AM - 5:00 PM</li> <li>12:45 PM - 1:15 PM</li> </ul> 0.0000 7.5000					0.0000 7.5000
Employee F						0.0000 0.0000
Employee G	<ul style="list-style-type: none"> <li>CA San Francisco Payroll... (Yellow icon)</li> <li>9:00 AM - 5:00 PM</li> </ul> 0.0000 8.0000					0.0000 8.0000
Employee H	<ul style="list-style-type: none"> <li>CA San Francisco Payroll... (Yellow icon)</li> <li>9:00 AM - 5:00 PM</li> </ul> 0.0000 8.0000					0.0000 8.0000
Total	0.0000 53.5000	0.0000 0.0000	0.0000 0.0000	0.0000 0.0000	0.0000 0.0000	0.0000 53.5000

6. To Authorize the time, you can choose to select by day or click and drag your mouse to all the selections (cells), then select Authorize at the top (*Please note that this time sheet example is for a CA employee. Meal and rest breaks will not apply to employees in other states.*)

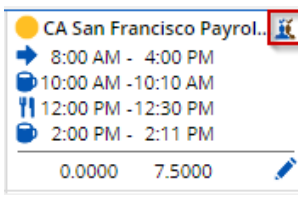
- You will notice the icon change when manager authorized ->



- The blue icon indicates employee authorization ->

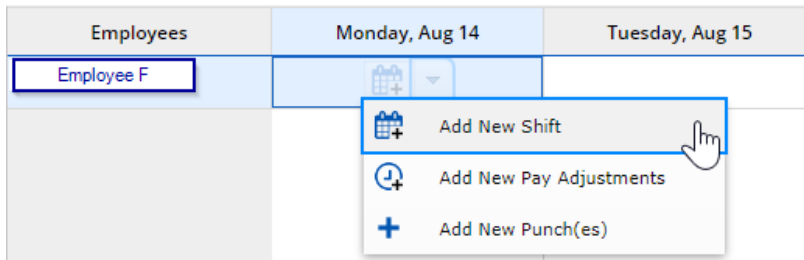


- When both employee and manager have authorized ->

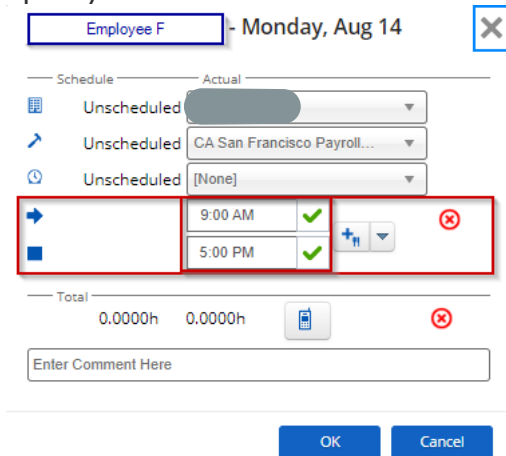


7. In the event that the employee did not clock their time but has worked the shift, you may need to enter their time for them such as with Employee F.

- Select the day for the employee you want to add time > select the drop down icon > select Add New Shift

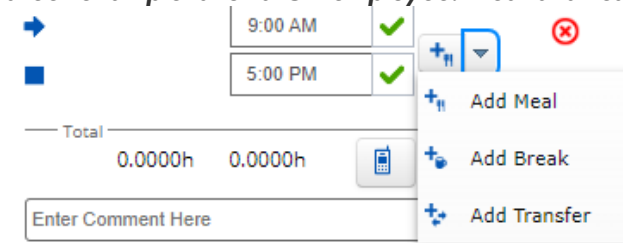


- Specify the shift start and shift end times as needed



- Once you specify your time, the green checkmarks will disappear

- Add meals and breaks by click on the arrow next to the fork and knife icon (**Please note that this time sheet example is for a CA employee. Meal and rest breaks will not apply to employees in other states.**)

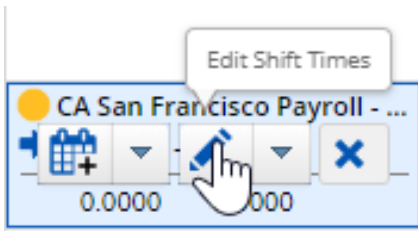


- Breaks will have the cup icon and meals will have the fork and knife icon

- Once you have completed all entries for time, remember to select Save at the top



- 8. In the event that you need to edit a time entry, you can select the day you want to edit, then click on the pencil icon



- The calendar icon will add a shift or adjustment, the pencil icon will edit the shift, and the X icon will delete the entry
- Follow the previous steps to make the edit as needed such as time adjustments, adding meal or break

A screenshot of a dialog box titled 'Employee D - Monday, Aug 14'. The dialog has a close button (X) in the top right. It is divided into two main sections: 'Schedule' and 'Actual'. Under 'Schedule', there are three rows, each with an icon (calendar, pencil, clock) and a dropdown menu. The first dropdown is 'Unscheduled', the second is 'CA San Francisco Payroll...', and the third is '[None]'. Below these are two time selection fields: '9:00 AM' and '5:00 PM', each with left and right arrow buttons and a plus sign icon. Under the 'Actual' section, there are two time values: '0.0000h' and '8.0000h', with a small icon between them. At the bottom, there is a text input field labeled 'Enter Comment Here' and two buttons: 'OK' and 'Cancel'.