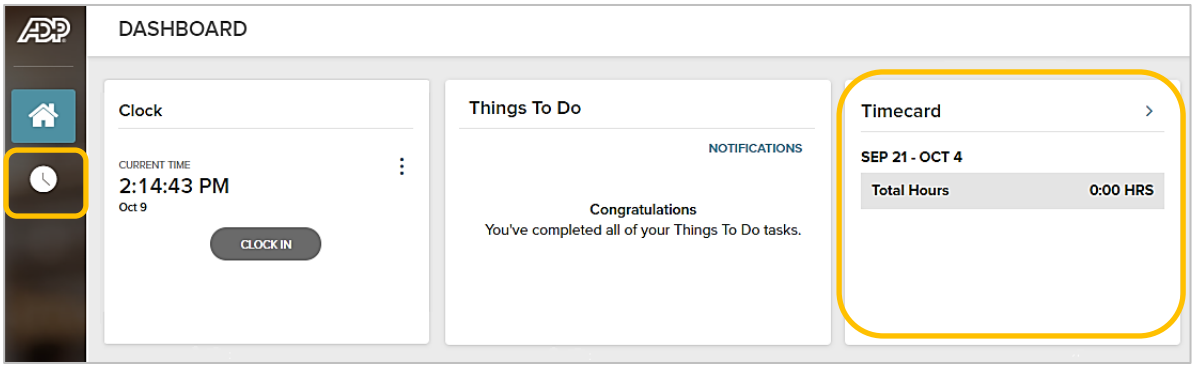
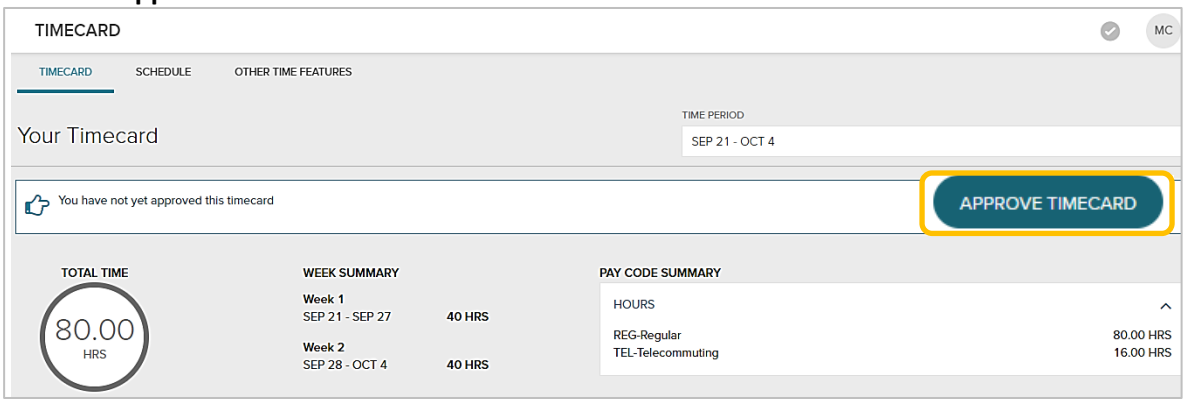
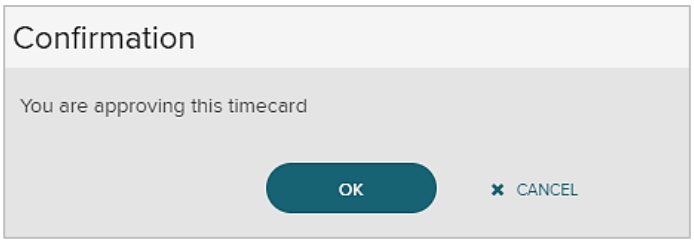
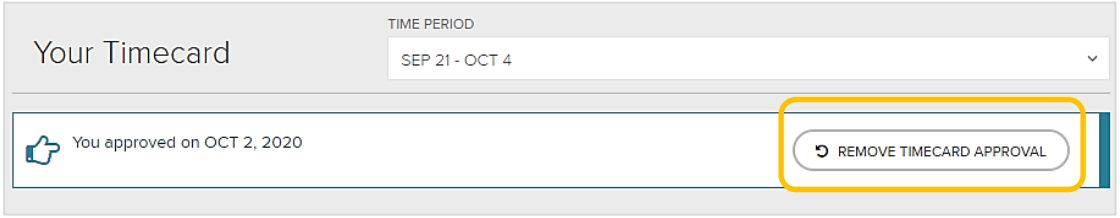
Employee Timecard Approval

Step	Action
1	On the left navigation panel, click the **clock icon** or the **Timecard** tile: 
2	Click the **Approve Timecard** button**:** 
3	In the Confirmation window, click **OK:** 
4	To remove approval, click the same button, which will now display **Remove Timecard Approval:**