

MYWC Timecard Approval Instructions

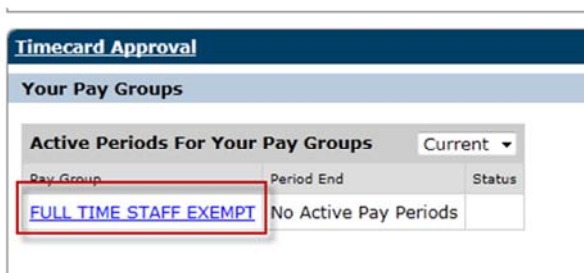
1. Login to MYWC with your Westminster username and password.
2. Click on the **Employee Info Tab**.



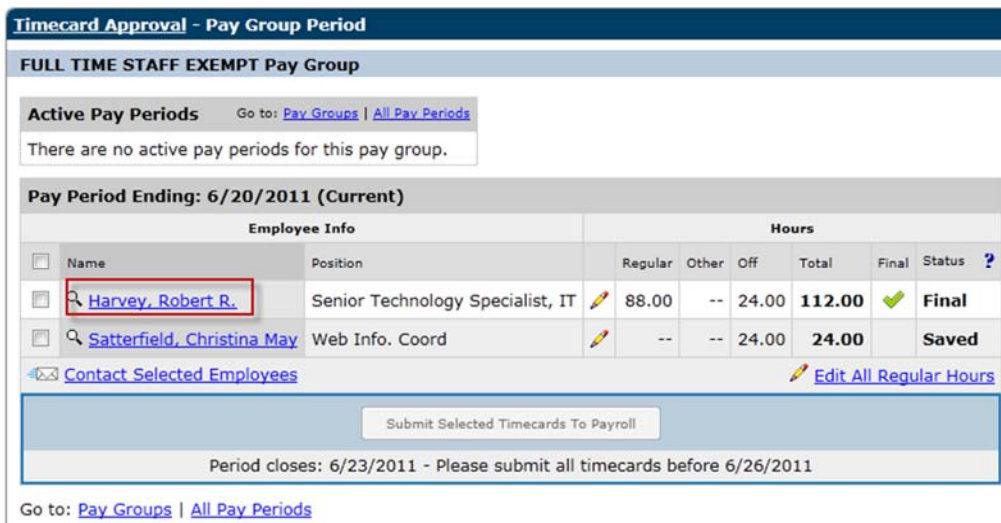
3. Then click on link that says **Timecard Approval** on the left side of the page.



4. Then it will bring you to the Timecard Approval Screen. See below.



5. When you select the pay group(s) (because there can be multiple) it will take you to your list of employees you supervise in that pay group(s). See Below.




- By clicking on the employee name it will bring up their information that they initially filled out. Also, below were it says period ending you can **“Reopen it”**, which means you can open your employees timecard back up in case they forgot to add/subtract hours or for anything else that might come up.

Timecard Approval - View Timecard

FULL TIME STAFF EXEMPT Pay Group

Mr. Rob R. Harvey



Senior Technology Specialist, IT

[Contact](#)

Period Ending 6/20/2011 (Current)

✔ Robert has marked this timecard as final. [Reopen it.](#)

Total Period Hours:

| | |
|------------------------------|---------------|
| Regular Hours: | 88.00 |
| Other Hours: | 0.00 |
| Time Off Hours (SICK LEAVE): | 0.00 |
| Time Off Hours (VACATION): | 16.00 |
| Total: | 112.00 |

[Edit Hours / Add Comments](#)

Mr. Rob R. Harvey's timecard for this period:


| | Hours Worked | Other Hours | Time Off Hours | Subtotal |
|---------|--------------|-------------|-----------------|----------|
| Wed 6/1 | 8.00 | -- -- | -- -- | 8.00 |
| Thu 6/2 | 8.00 | -- -- | -- -- | 8.00 |
| Fri 6/3 | 8.00 | -- -- | -- -- | 8.00 |
| Sat 6/4 | -- | -- -- | -- -- | -- |
| Sun 6/5 | -- | -- -- | -- -- | -- |
| Mon 6/6 | 8.00 | -- -- | -- -- | 8.00 |
| Tue 6/7 | 8.00 | -- -- | -- -- | 8.00 |
| Wed 6/8 | -- | -- -- | 8.00 SICK LEAVE | 8.00 |
| Thu 6/9 | 8.00 | -- -- | -- -- | 8.00 |

- You can also edit an employees hours yourself.

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Mr. Rob R. Harvey



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