TWP – Admin/Supervisor Edits & Approvals
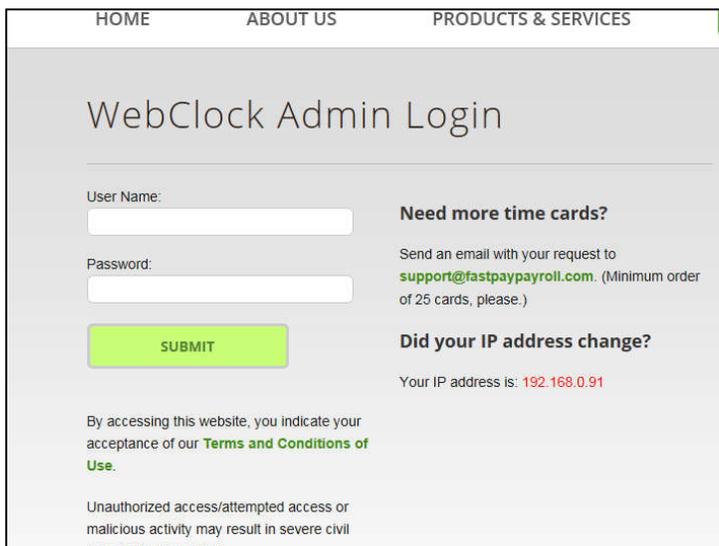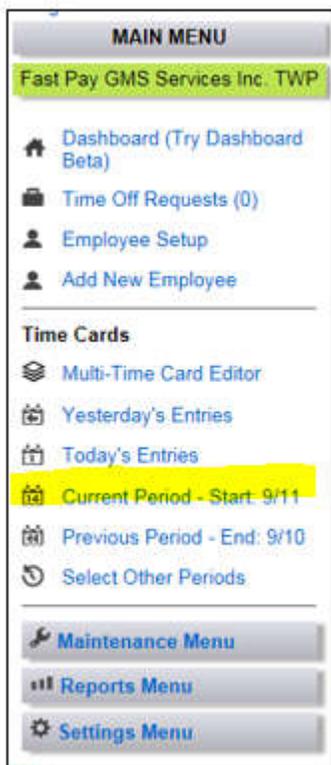
Follow the instructions below to Edit and Approve an employee time card.

1. Login by going to: https://www.fastpaypayroll.com/login-webclock-admin.aspx and enter their user name and password:

2. Review employees time by clicking on the 'Current Period – Start: MM/DD' under Time Cards:

3. On the left-hand side they will see a <mark>list of employees</mark> that they are authorized to see and each employee will have a "M" "E" "A" column beside their name.
    a. These letters stand for:
        i. <mark>M-Missing</mark>, will show them how many missing punches any employee has – this can happen if an employee has clock in for the day but not out or vice versa creating a missed punch that they may need to edit.
        ii. <mark>E-Edited</mark>, will show them how many times they have had to edit that employee's time card for the pay period they are looking at.
        iii. <mark>A-Approved</mark>, will show them two little people, if both of these people are yellow that means that the employee and supervisor still have days to approve for that pay period.
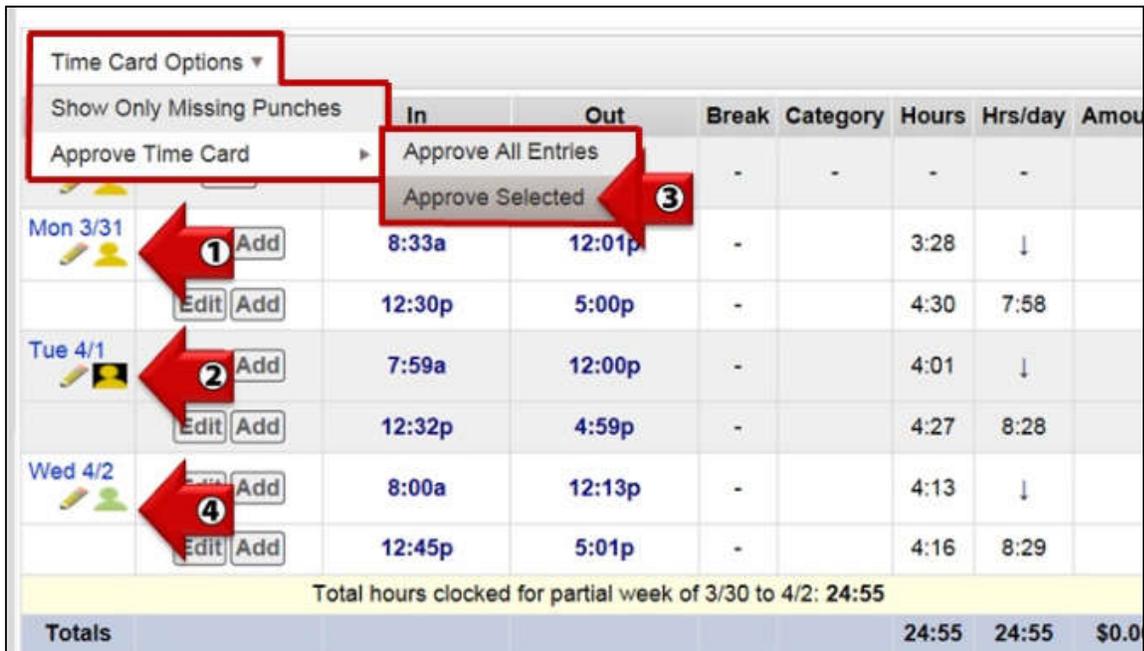
Employee	M	E	A
B - Duck, Donald	0	0	👥
M - Duck, Daisy	0	0	👥
W - Davis, Allison	0	0	👥
W - Doe, John	0	0	👥
Unmatched Punches (0)			
Total employees listed: (4)			

4. **To edit a time card** the supervisor will need to <mark>click on the employee's name</mark> that they want to work with.

5. Once the employee's time card comes up they will click either the <mark>'Add' button or 'Edit' button on that particular day and add or change a clock in/out time.</mark>
    a. Make sure they know to enter am or pm.
    b. They can also add a comment if needed, a break or change the category of what type of hours they are entering.
    c. The system will always default to Regular and will promote those hours through the scripts if needed to overtime, double-time, holiday, etc., so the only time they would need to manually change it is if they were entering Sick or Vacation time.

B - Duck, Donald
Code: 10

Fast Pay GMS Services Inc. TW
9/11/2016 thru 9/17/20
Dept

< Previous Pay Period | Next Pay Period > Pay Period Finder: [   ]

Time Card Options ▼

Date	Edit	In	Out	Deducted Time	Category	Hours
Sun 9/11	🖊👥 Cancel Save	[ ]	[ ]	[ ]	Regular ▾	[ ]
Mon 9/12	🖊👥	Comments about this edit:		-	-	-
Tue 9/13	🖊👥	(Comments appear only in edit history)		-	-	-
Wed 9/14	🖊👥	-	-	-	-	-
Thu 9/15	🖊👥	-	-	-	-	-
Fri 9/16	🖊👥	-	-	-	-	-
Sat 9/17	🖊👥	-	-	-	-	-
Total hours clocked for week of 9/11 to 9/17: **0.00**						
Totals						**0.00**

6. **To approve time for a previous day or at the end of a pay period**:
    1. Click on that ==employees name== then ==Click on the Yellow approval image== for a single day to be approved
    2. The ==image background will turn black indicating this image has been selected== and will allow you to select additional days.
    3. Click on the Approve Selected button found at the top of the page to approve.
        a) ==Click on "Time Card Options" →"Approve Time Card" →"Approve Selected".==
    4. The approval ==image will then change to green indicating the approval was accepted.==

7. If a supervisor has approved all the time and there are still yellow people they will need to remind those employees to approve their time cards.