

**University Payroll
TAS
Approving Corrected Time Cards**

Approving Corrected Time Cards

- To approve your employee corrected time cards via DIRECT REPORTS, click on the Approve Corrected Time Cards link.



You can APPROVE Corrected Time Cards for employees if you are in the other four roles by accessing the employee's CTC via your ARCHIVE button located under your role access area—please refer to the Managers/Supervisors Approval and Reviewal Process documentation for more clarification.

- You are presented with all Corrected Time Cards that have been submitted and are pending your approval. Click on the link to access the CTC (Corrected Time Card).



All Corrected Time Cards Pending Approval for Supervisor: Angela Doe

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 View Expanded View Collapsed
 Approved Corrected Time Cards

Payroll Period EmpNum Card Type Status Department

▼ Doe, Jane
07/22/2004
07/22/2004

000000 CTC

Submitted

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Please note: To view Corrected Time Cards that you have already Approved, click the APPROVED CORRECTED TIME CARDS button and click on the appropriate link to view the CTC.

- You are presented with the Corrected Time Card. View the Corrections Log and the Summary to see what has been changed in the original time card.

in TAS

Angela Doe!

Time Card
 Balance
 Time Cards
 out of TAE
 User Task

Supervisors
 Reports
 Cards
 Reports
 Cards
 Employee
 Workflow
 Approve

Access
 Access

Day	Date	Amount of Time	Code	Amount of Time	Code	Amount of Time	Code
Week One							
FRI	07/09	0.00		0.00		0.00	
SAT	07/10	0.00	B	0.00		0.00	
SUN	07/11	0.00		0.00		0.00	
MON	07/12	0.00	B	0.00		0.00	
TUE	07/13	0.00		0.00		0.00	
WED	07/14	0.00		0.00		0.00	
THU	07/15	0.00		0.00		0.00	
Week Two							
FRI	07/16	0.00		0.00		0.00	
SAT	07/17	0.00	B	0.00		0.00	
SUN	07/18	0.00		0.00		0.00	
MON	07/19	0.00	B	0.00		0.00	
TUE	07/20	0.00		0.00		0.00	
WED	07/21	0.00		0.00		0.00	
THU	07/22	0.00		0.00		0.00	

Time Card Comment Section

Corrected Time Card More Information:
 Please give a summary of what you are changing

Corrections Log:

Date	Editor	Comment	Modified:	From:	To:

- Click the Approval/Reviewal Function button to Approve or Return the Corrected Time Card to the employee.

The screenshot shows the UConn TAS (Time and Attendance System) interface. On the left is a navigation menu with options like 'My Time Card', 'My Time Balances', and 'Managers/Supervisors'. The main content area displays a 'Corrected Time Card' for Jane Doe, period ending 07/22/2004. Below this, it shows 'Status of Corrections: Submitted' and 'Time Balances' available as of the last download. A table lists balances for Vacation, Sick, PL, Holiday, and Comp time. Another table shows 'Week One' data with columns for Day, Date, Amount of Time, and Code. A second screenshot shows a 'Time Card Approval Form' for the same employee and period, with fields for Name, Payroll No., Bi-weekly Days, and Period Ending. It includes 'Approved' and 'Needs Correcting' buttons.

Corrected Time Card

NAME	Jane Doe	PAYROLL NO.	000000	BI-WEEKLY HRS	1
PERIOD ENDING	07/22/2004	NAME OF DEPT.		SEC	2

Status of Corrections: Submitted
Time Balances
Balances available as of Last Download: 07/22/2004

Vacation Balance	9	Day(s)
Sick Balance	15	Day(s)
PL Balance	2	Day(s)
Holiday Time Balance	3	Day(s)
Comp Time Balance	0	Day(s)

Week One

Day	Date	Amount of Time	Code	Amount of Time	Code	Amount of Time	Code
FRI	07/09	0.00		0.00		0.00	
SAT	07/10	0.00	B	0.00		0.00	
SUN	07/11	0.00	B	0.00		0.00	
MON	07/12	0.00		0.00		0.00	
TUE	07/13	0.00		0.00		0.00	
WED	07/14	0.00		0.00		0.00	
THU	07/15	0.00		0.00		0.00	

Time Card Approval Form for Jane Doe
Pay Period ending 07/22/2004 - Microsoft Internet Explorer

Time Card Approval for:

NAME	Jane Doe	PAYROLL NO.	000000	BI-WEEKLY DAYS	10
PERIOD ENDING	07/22/2004	NAME OF DEPT.		SEC	267

Buttons: Approved, Needs Correcting

THU 07/15 0.00 0.00 0.00

- This brings up the Manager Access section where you click on either button. Once you click on the button, an email is automatically sent to the employee notifying them of the status of their Corrected Time Card.

UConn TAS

Welcome, Angela Doe!

My Time Card
My Time Balances
My Past Time Cards
Logout of TAS
TAS User Test

Managers/Supervisors
Direct Reports Time Cards
Secondary Reports Time Cards
View Employee Workflow
Past Sick Approvals

Approved Manager Corrections

Corrected Time Card

NAME: Jane Doe PAYROLL NO: 000000 BI-WEEKLY HRS: SEC
PERIOD ENDING: 07/22/2004 NAME OF DEPT:

Status of Corrections: **Manager Approved**

Time Balances:
Balances available as of Last Download: 07/22/2004

Vacation Balance:	8	Day(s)
Sick Balance:	15	Day(s)
PL Balance:	2	Day(s)
Holiday Time Balance:	3	Day(s)
Comp Time Balance:	0	Day(s)

Week One

Day	Date	Amount of Time	Code	Amount of Time	Code	Amount of Time	Code
FRI	07/09	0.00		0.00		0.00	
SAT	07/10	0.00	B	0.00		0.00	
SUN	07/11	0.00	B	0.00		0.00	
MON	07/12	0.00		0.00		0.00	
TUE	07/13	0.00		0.00		0.00	
WED	07/14	0.00		0.00		0.00	
THU	07/15	0.00		0.00		0.00	

- The status has now changed to whichever action you chose in the Manager Access section.
- The process is now complete on your end. Payroll will notify the employee once the corrections have been completely processed.

--END--