

Employee Timecard Approval

Emory requires biweekly employees to review and approve their timecard after each pay period using the Timecard Adjustment System. The timecard review and approval process should be completed prior to the [ETAS deadline](#) each pay period to prevent errors in pay.

Approve Timecards

1. Click **My Approvals > Approve Timecards**. The Timecard Approvals page will appear.
2. Review the totals for each timecard to ensure accuracy. To view or edit the timecard, click the **View/Edit** button.

Timecards										Approve Selected
Period	Approval By	REG	SD2	SD3	SWK	HPR	OTHER	OVT	TOTALS	View/Edit Timecard
6/21/2015 - 7/04/2015		28.25							28.25	View/Edit

3. Turn on the check box for the timecard(s) that you want to approve. To select all timecards on the page, click the **Select All** button.
4. Click **Approve Selected**. The approval certification statement will appear.

Employee Approval ✕

By clicking approve, I certify that

- This time card accurately reflects all the hours I have worked each day during the pay period,
- I have received all lunch/meal breaks each work day within the pay period covered on this time card,
- I have had an opportunity to make any necessary corrections to this time card before I approved it, and
- I am making this declaration freely and voluntarily. I understand that I may be subject to disciplinary action up to and including termination for submitting any inaccurate information on my time card.

5. Read the **Timecard Approval Statement**.
6. Click **Approve**. The timecard details will be removed from Timecard Approval list.

After you complete the timecard approval:

- You will receive an email confirming your approval.
- You cannot make any adjustments your timecard unless you remove the approval (see Remove Timecard Approval instructions on the next page). You will need to re-approve your timecard after changes are saved.
- Only your supervisor and departmental timekeeper have the ability to adjust your timecard. If this occurs, you will receive an email notice regarding the change(s) and will be prompted to review and re-approve your timecard.

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Remove Timecard Approval

It may become necessary to remove the timecard approval in order to make additional adjustments.

1. Click **My Approvals > Approve Timecards**. The Timecard Approvals page will appear.
2. Click the **Approved Timecards** button. A list will display timecards that can have the approval removed.

Period	Approval By	REG	SD2	SD3	SWK	HPR	OTHER	OVT	TOTALS	View/Edit Timecard
6/21/2015 - 7/04/2015	Details	28.25							28.25	View/Edit Remove Approval
6/21/2015 - 7/04/2015	Details	54.25							54.25	View/Edit Remove Approval

3. Click the **View/Edit** button for the applicable timecard. The timecard for the pay period you've selected will appear.
4. Click **Remove Approval**. The following prompt will appear:

Are you sure you want to remove this Approval?

[Cancel](#) [OK](#)

5. Click **OK**. The timecard approval will be removed.

After you remove a timecard approval:

- You will receive an email notice confirming that the timecard approval has been removed.
- You may make any adjustments that are needed. You will need to re-approve your timecard after the changes are saved.

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Frequently Asked Questions

What is ETAS?

The Emory Timecard Adjustment System (ETAS) is an online application used by biweekly employees to submit timecard adjustments, request leave (i.e. sick, vacation) and review and approve timecards. Supervisors have the ability to submit timecard adjustments, approve timecard adjustments, approve leave requests, and review and approve timecards.

Why do I need to review and approve my timecard?

The review and approval of employee timecard is an important step in ensuring that the time reported is accurate and that employees are paid correctly. Timecard errors can result in over or under payments to employees and erroneous charges to department smartkeys.

When should I approve my timecard?

Normally, the deadline is on the Monday after each pay period closes, but may vary due to the holiday schedule. View the [Payroll Calendar](#) for deadline dates/times.

Can I approve my timecard after the deadline?

Yes. The timecard information will remain in your Timecard Approval list until you complete the approval process. You will also receive an email reminder each day until the timecard approval process has been completed.

Can I edit my timecard after the deadline?

No. If you need to edit a timecard that has been signed off, submit the adjustment to your departmental timekeeper.

Can I delegate this task to someone else?

No. Each employee must approve his/her own timecard each pay period.

Can I approve my timecard at the beginning of the pay period?

No. Timecard approvals may not be completed until the end of each pay period.

What happens if I am not able to approve my timecard by the established deadlines?

If you are unable to approve employee timecards the following will occur:

- You will be paid for the hours reported on the timecard
- You will receive an email reminder each day until the timecard is approved
- The Payroll Department will report unapproved timecards to Emory's Senior Leadership and audit department.
- You will be paid for the hours reported on the timecard

Who do I contact if I have additional questions?

Contact your departmental timekeeper or the Emory University payroll department at (404) 727-6100.

Click [here](#) to get more information about Emory University Time and Attendance procedures.