Who Approves My Time Card?

Only if it is over 80 hours biweekly, your direct line manager will approve your time card.

If you have two assignments and you submit a time card that has overtime, the hours will be split and sent separately to each line manager. You will need both line managers’ approval.

*Example: John works 45 hours at Job A and 50 hours at Job B. The time card, when submitted, will send an approval of 45 hours to Line Manager A and 50 hours to Line Manager B.*

What About Student Workers?

Auto-approval for student workers’ time cards is under 40 hours.

What Happens if I Don’t Submit My Time Card?

If you do not complete a time card one will NOT be auto-submitted. All biweekly employees must submit a time card to be paid.

What Do I Do if My Manager Uses WebClock?

If your manager uses WebClock, that means that the time entered via WebClock will be transferred over to your time card at a scheduled time each night where your manager can check it.