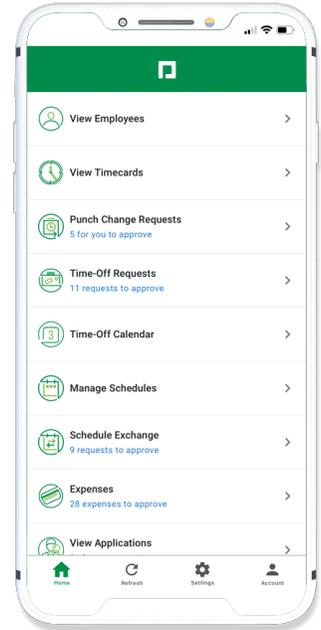# Show Me How
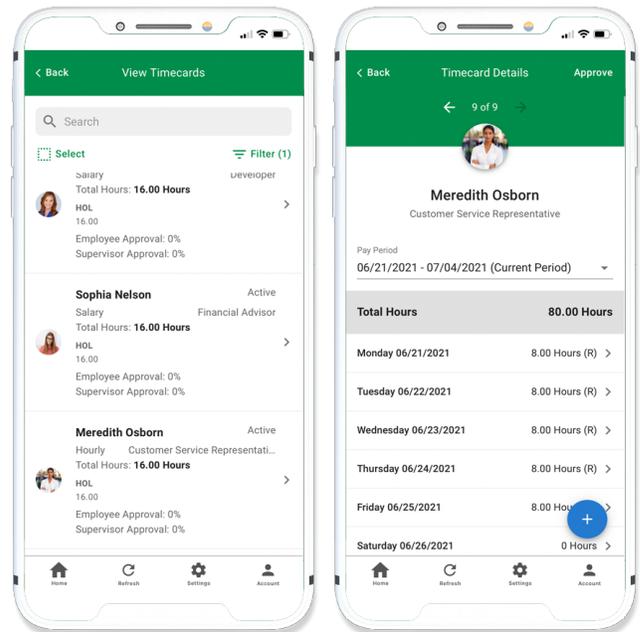## to Review and Approve Timecards

TIME AND ATTENDANCE

STEP 1

From Manager on-the-Go® in the Paycom app, tap "View Timecards."

STEP 2

Tap an employee's timecard and review to ensure accuracy of the hours worked. Then, tap "Approve."

ADMINISTRATORS AND MANAGERS
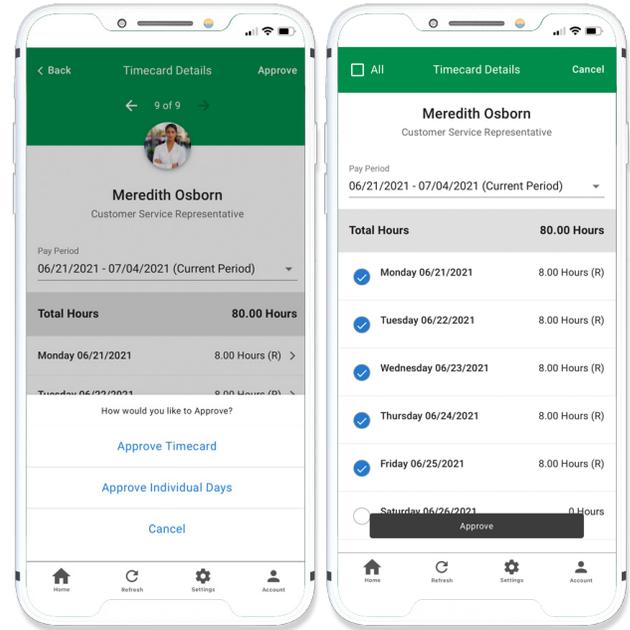Visit the Help Menu for the most up-to-date version of this guide.

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Show Me How

to Review and Approve Timecards
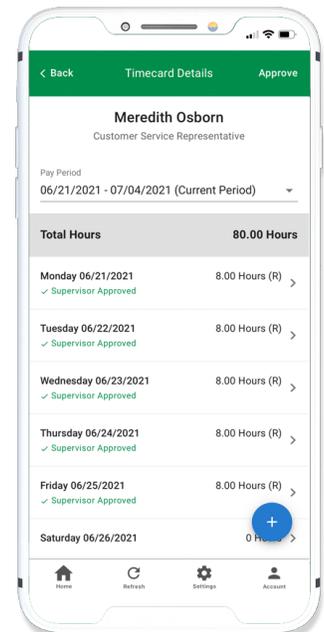
TIME AND ATTENDANCE

STEP 3

Tap "Approve Timecard" to approve the entire pay period. Tap "Approve Individual Days" to approve day by day, then tap "Approve" for each day.

You may need to acknowledge the approval by tapping "OK" based on your company's requirements.

STEP 4

A confirmation message confirms the approval.

ADMINISTRATORS AND MANAGERS
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