**View and Approve Timecard**
- Press **Home** key.
- Touch **Approve Timecard** icon on **Home** screen.
- Swipe PUID.
- Select desired **Time Period**.
- Review time.
- Touch **Approve**.

**Request Leave**
- Press **Home** key.
- Touch **Request Time Off** from the **Home** screen.
- Touch **Request for Absence**.
- Swipe PUID.
- Touch **From Date**.
- Touch desired date and press **Enter**.
- Touch **From Time**.
- Enter time, designate AM or PM and press **Enter**.
- Touch **Duration**.
- Enter the number of hours and minutes requested and press **Enter**.
- Touch **Select Pay Code**.
- Select the type of leave requested.
- Review request and press **Submit**.

For assistance with these tasks or any task related to timekeeping, please see your supervisor.

Approving your payroll at the end of each shift or once at the end of the pay period is your opportunity to:

(1) Verify that your hours are true and correct; and

(2) Receive notifications of any changes that your supervisor makes to your time entries such that you can confirm the accuracy of those changes. For these reasons, it is strongly recommended that you approve your time.

If you fail to take the additional step of approving your payroll, then your final punch of the pay period will serve as your verification that your hours are true and correct. If you fail to approve your payroll, it is your responsibility to ensure that any changes that your supervisor makes to your time entries accurately reflect your time worked during the pay period.