## Approving Timecards At-a-Glance

1. **Login with Username and Password**
   - Enter your username and password to login.
   - Navigate to the Approval screen.

2. **Click “UNI Workflow User” to display Notifications**
   - Click the underlined "Subject" to display one Notification.
   - Or click "Select All" and then "Open" to display all.
   - Or check specific Notifications and then "Open".

3. **To review time entries click text “Click Here to Review the Timecard”**

4. **After clicking an action button for each approval notification, you will be taken to the main Workflow screen**

5. **Review Timecard report for accuracy; Click the browser green back arrow to return to the Approval screen**

6. **Click an action button at the top or bottom of the screen (Approve, Reject, or Delegate)**
   - **Approve** - timecard will route to Payroll for payment.
   - **Reject** - timecard will return to employee.
   - **Delegate** - timecard will route to person designated to approve.

7. **To review time entries click text “Click Here to Review the Timecard”**