

At the end of the pay period you will be prompted to approve and electronically sign (eSign) your employees' time cards. You will see the alert on your *Home* dashboard in the *Alerts* panel.

The screenshot shows the eSELFserve.COM Home dashboard. The Alerts panel at the top right contains two alerts: 'Document eSignature' with 2 alerts and 'Unapproved Time' with 5 alerts. The 'Unapproved Time' alert is highlighted with a red box. The dashboard also includes sections for Time Sheet, Shifts, Pay, Time Off, Upcoming Time Off, Balances, News, and Staff.

Click the alert to navigate to the *Approve Time Cards* tab of the *Attendance* dashboard.

The screenshot shows the eSELFserve.COM Attendance dashboard, specifically the 'Approve Time Cards' tab. The dashboard displays a table of unapproved times for 5 employees. The table columns include Name, Department, Location, Wage Type, Regular, Overtime, Double Time, Addl, Addl \$, Total, and eSignature Status.

Name	Department	Location	Wage Type	Regular	Overtime	Double Time	Addl	Addl \$	Total	eSignature Status
BALL, KEVIN (11800079)	1900 - Operations	Remote Location	Hourly	34.00	0.00	0.00	0.00	\$0.00	34.00	Not Signed
CHAPMAN, PIPER (11800076)	1900 - Operations	Remote Location	Hourly	27.50	0.00	0.00	0.00	\$0.00	27.50	Not Signed
EMBERLY, GRACE (11800099)	1900 - Operations	Main Location	Salary Exempt	36.00	0.00	0.00	0.00	\$0.00	36.00	Not Signed
JAMES, VINCE (11800073)	1900 - Operations	Main Location	Hourly	27.75	0.00	0.00	0.00	\$0.00	27.75	Not Signed
JONES, ALAN (11800061)	1900 - Operations	Main Location	Hourly	17.25	0.00	0.00	0.00	\$0.00	17.25	Not Signed
				142.50	0.00	0.00	0.00	\$0.00	142.50	

Check the box for each time card you wish to approve and choose **Approve Checked Times**. You will be prompted to eSign your employees' time cards.

In the pop-up, check the box to confirm your employees' Time Cards are accurate, enter the last four digits of your SSN and choose **Sign**. Your employees will then be prompted to eSign their own time card.

**Sign Time Cards**

☒ By checking this box, I am confirming that all my employees' Time Cards are accurate.

Signature: **Stephen Boston**

Date: **12/14/2022 10:47 am**

IP Address: **10.20.80.2**

Enter Last 4 of SSN:

**Sign**

NOTE: If you unapprove a time card, your eSignature and the employee's eSignature will be removed, and the process will repeat.

Once you approve and eSign your employees' time cards, you employees will need to eSign. You can send a reminder to employees to eSign their time cards from the Approved Times tab.

**eSELFserve.COM**

Stephen Boston  
Operations Manager  
QUARTET ANALYTICAL RESOURCES - US (11111)

Employee StatusEdit Time CardsScheduling AlertsSchedulingScheduling TemplatesTime Off RequestsApprove Time CardsAdd Mass HoursTime Off Calendar

Unapproved Times (0 records)Approved Times (5 records)Employees With No Time (11 records)

Type Name, EE Number or SSN Here...

<input checked="" type="checkbox"/>	Name	Department	Location	Wage Type	Regular	Overtime	Double Time	Addl	Addl \$	Total	eSignature Status
<input checked="" type="checkbox"/>	BALL, KEVIN (11800079)	1900 - Operations	Remote Location	Hourly	34.00	0.00	0.00	0.00	\$0.00	34.00	Not Signed
<input checked="" type="checkbox"/>	CHAPMAN, PIPER (11800076)	1900 - Operations	Remote Location	Hourly	27.50	0.00	0.00	0.00	\$0.00	27.50	Not Signed
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					142.50	0.00	0.00	0.00	\$0.00	142.50	

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Unapprove Checked TimesRemind Selected Employees to eSign

Displaying 1 - 5 of 5

Check the box beside the employee you would like to send a reminder to and then choose Remind Selected Employees to eSign. This will open the Employee Notification Center.

Employee Notification Center

BALL, KEVIN(11800079)

CHAPMAN, PIPER(11800076)

EMBERLY, GRACE(11800099)

JAMES, VINCE(11800073)

JONES, ALAN(11800061)

Send Via

Email

Notification Template

Email: eSignature Requested

Template Name

eSignature Requested

Template Description

Subject

eSignature Requested

☐ Schedule this notification for a later date/time.

An email will be sent to 5 employee(s).

Message Body

MuseoSans500

**B** *I* U <sup>A^</sup> <sub>A^</sub> Add Data Element

Hello {employee first name},

Your manager has requested an eSignature for your current Time Card. Please log in to eSELFserve.com to sign.

145/8000 Characters

Change Message Recipients

Send Notification

Edit the message or send as is. You can also schedule the notification to go out at a later time. Only employees with email addresses can be sent messages.

NOTE: You must correct all missed punches and manage time off requests before you can approve and eSign employee time cards.