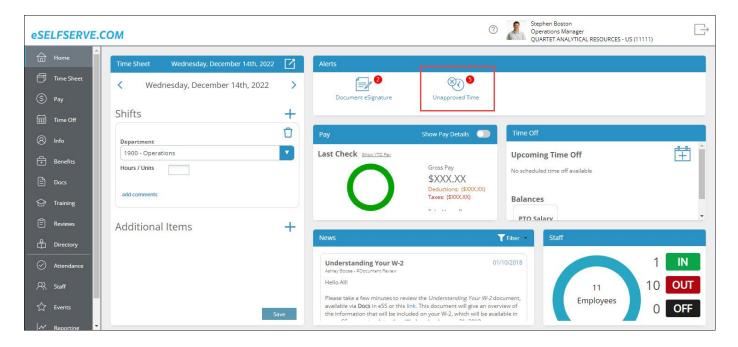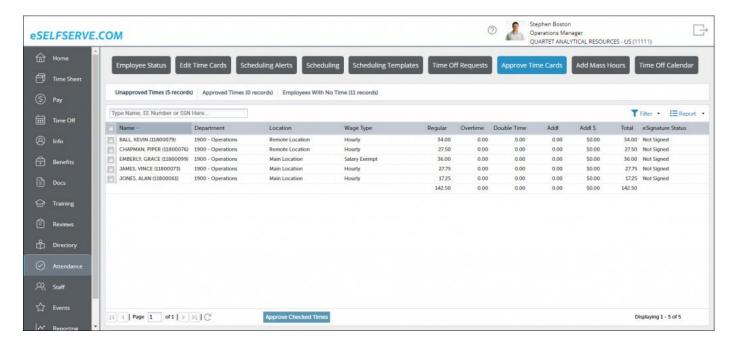# eSigning Time Cards

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.
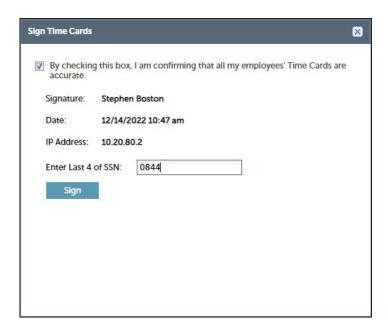

Click the alert to navigate to the *Approve Time Cards* tab of the *Attendance* dashboard.
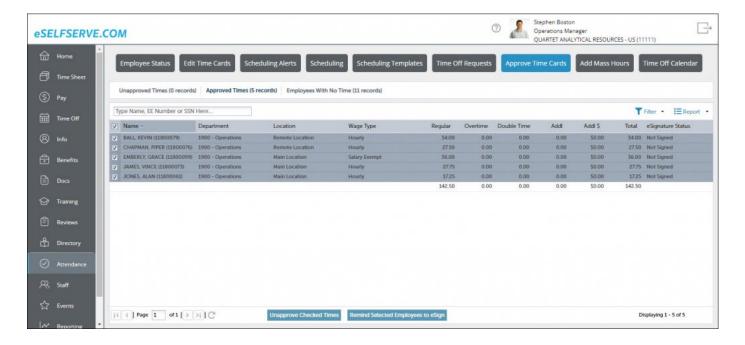
Check the box for each time card you wish to approve and choose **Approve Checked Times**. You will be prompted to eSign your employees' time cards.

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.
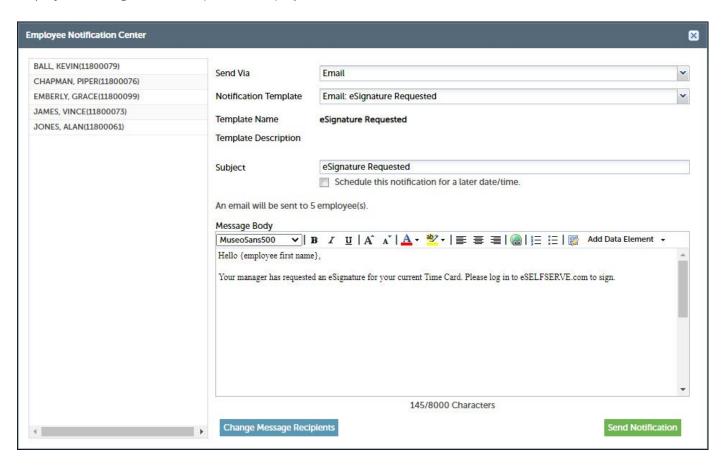

NOTE: If you unapprove a time card, your eSignature and the employee's eSignature will be removed, and the process will repeat.

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.

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.

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.